



International Federation of  
Library Associations and Institutions



IFLA Directory

2009-2011

# IFLA DIRECTORY 2009 - 2011



IFLA Headquarters,  
The Hague, Netherlands, 2010

The *IFLA Directory* is available from IFLA Headquarters, publications department. IFLA members receive the *IFLA Directory* free of charge. Additional copies may be purchased at a members discount. Compiled in May 2010.

ISSN 0074-6002

Front cover picture: Card Catalogue Vancouver Public Library Canada © Maurice J. Freedman, 2007.

This publication is sponsored by NBD/Biblion, Leidschendam, Netherlands.  
Produced for IFLA by Biblion Uitgeverij, Leidschendam, Netherlands.  
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# PREFACE

I am pleased to present this 2009-2011 edition of the *IFLA Directory*. It is intended to facilitate networking and collaboration among our professional units and steering bodies. The *IFLA Directory* also is part of the historical record of our more than 80-year-old Federation.

IFLA has more than 1600 members in approximately 150 countries. It is the premier world body representing the world's librarians, their associations and institutions, and the interests of their clients. Recently it was estimated that globally there are approximately 700,000 librarians working in a million libraries and serving more than 1 billion registered library users – one sixth of the world's population. Libraries matter and IFLA speaks for them.

Our core values include a firm belief in the principle of freedom of information, the conviction that the provision of high quality library and information services helps guarantee such access, and a commitment to strive towards equality of opportunity. Towards the end of the first decade of the twenty-first century these ideals are as important as ever.

IFLA is all about cooperating and networking. We have a wide range of projects under way, involving IFLA working groups and many partners, which include international organisations as well as organisations and institutions in various countries and regions. Our activities are essentially cooperative. Through the coordination and resource sharing we leverage the wealth of expertise and resources that reside in our members and partners. Communication is the lifeblood of cooperation, and to communicate we need contact information and organisation profiles. This edition of the *IFLA Directory* is intended to meet this need.

This *Directory* is your guide to the organisational structure of IFLA. It contains in one place a listing of the names and contact details of the members of the Governing Board and its committees and the steering bodies of all the professional units. It also lists contact details for the staff of all the IFLA Offices around the world. It also includes information about the IFLA website, our various publication series, and the IFLA Voucher Scheme.

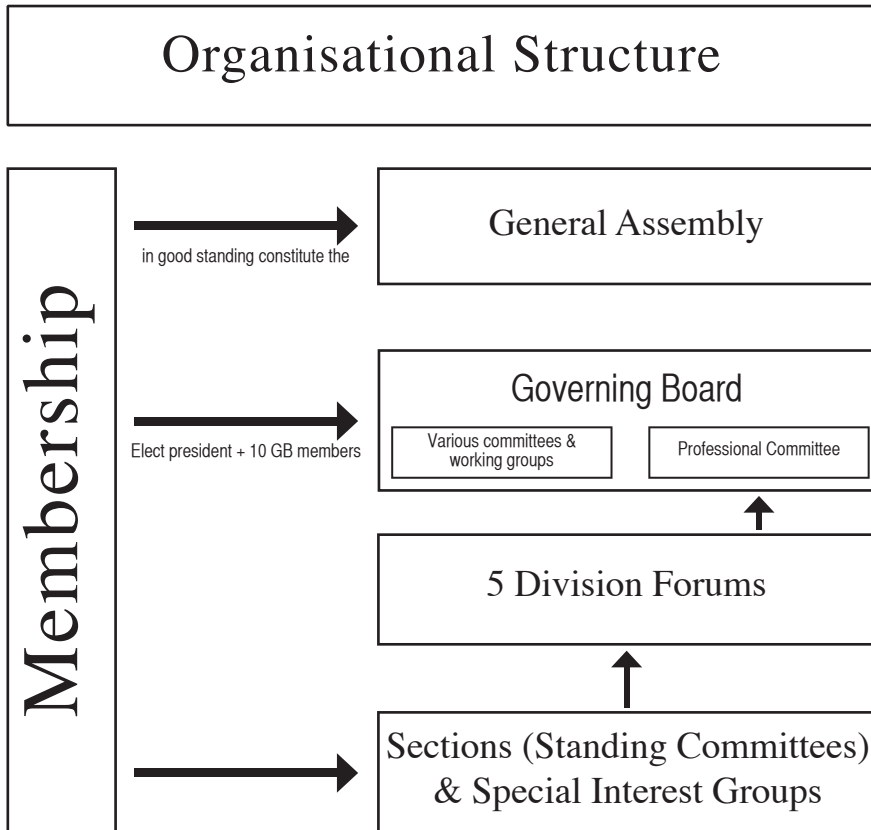
As in the previous editions of the *Directory*, the period covered in this edition coincides with the terms of office for Governing Board Members and Standing Committee Officers. We have included latest revised versions of the Statutes adopted by Council in 2008 and the Rules of Procedure adopted by the Governing Board in 2008.

We welcome corrections, as well as constructive comments and suggestions for the further improvement of the *Directory*, which can be sent to us at: [ifla@ifla.org](mailto:ifla@ifla.org). They will all be carefully considered when we plan the next edition.

I hope this publication proves to be a valuable tool in your professional work.

The Hague, *Jennifer Nicholson*, Secretary General, May 2010

## IFLA ORGANISATIONAL STRUCTURE



# INTRODUCTION

IFLA (The International Federation of Library Associations and Institutions) is the leading international body representing the interests of library and information services and their users. It is the global voice of the library and information profession.

IFLA provides information specialists throughout the world with a forum for exchanging ideas and promoting international cooperation, research, and development in all fields of library activity and information service. Through IFLA libraries, information centres, and information professionals worldwide can formulate their goals, exert their influence as a group, protect their interests, and find solutions to global problems.

As an independent, international, non-governmental, not-for-profit organization, IFLA pursues its aims through a variety of channels. We promote libraries and defend their interests in international forums such as the World Summit on the Information Society and the World Trade Organization. We publish a major journal, as well as guidelines, reports and monographs on a wide range of topics. We organize workshops and seminars around the world to enhance professional practice and increase awareness of the growing importance of libraries in the digital age. We collaborate with a number of other non-governmental organizations, funding bodies and international agencies such as UNESCO and WIPO.

## AIMS

IFLA's objectives are to:

- Promote high standards of provision and delivery of library and information services
- Encourage widespread understanding of the value of good library & information services
- Represent the interests of our members throughout the world

## CORE VALUES

IFLA embraces the following core values:

1. the endorsement of the principles of freedom of access to information, ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights
2. the belief that people, communities and organizations need universal and equitable access to information, ideas and works of imagination for their social, educational, cultural, democratic and economic well-being
3. the conviction that delivery of high quality library and information services helps guarantee that access
4. the commitment to enable all Members of the Federation to engage in, and benefit from, its activities without regard to citizenship, disability, ethnic origin, gender, geographical location, language, political philosophy, race or religion.

## MEMBERSHIP

IFLA's aims, objectives, and professional programmes can only be fulfilled with the cooperation and active involvement of its members. IFLA membership is open for libraries and information centres, library associations, individual library and information professionals and LIS students. Currently, more than 1600 associations, institutions and individuals, from



widely divergent cultural backgrounds, are working together to further the goals of IFLA and to promote librarianship on a global level. Through its formal membership, IFLA directly or indirectly represents some 700.000 library and information professionals in approximately 150 countries.

All IFLA members are entitled to participate in the programmes of the professional groups specializing in various areas of library activity and information service. Once registered for the appropriate groups, members have the right to nominate and elect members of the Section Standing Committees. Individual practitioners in the field of library and information science may join as Personal Affiliates. IFLA also welcomes students of Library and Information Schools to join IFLA as a member.

Association Members and Institutional Members have voting rights. They are entitled to nominate candidates for the post of IFLA President-elect and for the Governing Board. Institutional and Individual Affiliates may nominate and run for any elected position, however, they have no voting rights. IFLA membership encompasses various interesting membership benefits, including for instance discounts on the annual congress fee and on subscription on IFLA publications.

## **GOVERNANCE**

### ***GENERAL ASSEMBLY***

The General Assembly of Members is the supreme governing body, consisting of delegates of voting Members. It normally meets every year during the annual conference. It elects the President and members of the Governing Board. It also considers general and professional resolutions which, if approved, are usually passed to the Executive Committee and the Professional Committee for action as appropriate.

### ***GOVERNING BOARD***

The Governing Board is responsible for the managerial and professional direction of IFLA within guidelines approved by the General Assembly. The Board consists of the President, the President-elect, 10 directly elected Members (by postal and/or electronic ballot, every 2 years) and 6 indirectly elected members of the Professional Committee (by the professional groups through the sections and divisions); up to 3 Members may be co-opted.

### ***EXECUTIVE COMMITTEE***

The Executive Committee has executive responsibility delegated by the Governing Board to oversee the direction of IFLA between meetings of this Board within the policies established by the Board. The Committee consists of the President, President-elect, the Treasurer, the Chair of the Professional Committee, 2 members of the Governing Board, elected every 2 years by members of the Board from among its elected members, and IFLA's Secretary General, ex-officio.

### ***PROFESSIONAL COMMITTEE***

It is the duty of the Professional Committee to ensure coordination of the work of all the IFLA units responsible for professional activities, policies and programmes. The Committee consists of a chair, elected by the Section Officers, an officer of each of IFLA's 5 Divisions plus 2 members of the Governing Board, elected by that Board from among its members. The Professional Committee meets three times per year, once at the time and place of the annual IFLA General Conference.

## **CORE ACTIVITIES**

Issues common to library and information services around the world are the concern of the IFLA Core Activities. Directed by the Professional Committee, the objectives and projects of the Core Activities relate to IFLA's Programme and the priorities of the Divisions and Sections. One, ALP (Action for Development through Libraries Programme) has very wide scope, concentrating on the broad range of concerns specific to the developing world. The others cover current, internationally important issues: Preservation and Conservation (PAC), IFLA – CDNL Alliance for Digital Strategies (ICADS) and IFLA UNIMARC. The Core Activities are each managed by a Director, who reports to the Governing Board and Professional Committee.

Our programme for Free Access to Information and Freedom of Expression (FAIFE) was established in Copenhagen in 1998. It has a steering committee made up of professionals from around the globe. FAIFE reports to the Governing Board. Also reporting to the Governing Board is the Committee on Copyright and other Legal Matters (CLM). The secretariat of FAIFE, CLM and ALP is based at IFLA Headquarters in The Hague, Netherlands.

IFLA is grateful for generously hosting Core Activities to the Bibliothèque nationale de France (PAC), to the Biblioteca Nacional, Portugal (UNIMARC) and to the British Library (ICADS), and for the nearly 20 sponsors of the Core Activities for their loyal support.

### **IFLA's Core Activities and Advocacy Fund**

IFLA's Core Activities and Advocacy Fund enables the continuation of our specialist offices in areas such as advocacy, preservation and conservation, freedom of access to information, library development in developing countries, intellectual property, bibliographic standards and digital libraries. There is an option to contribute to this Fund. If you require an invoice in order to make a payment to this fund, please contact IFLA Headquarters to make arrangements.

## **DIVISIONS AND SECTIONS**

*Sections* are the primary focus for IFLA's work in a particular type of library and information service, in an aspect of library and information science or in a region. All IFLA Members are entitled to register for Sections of their choice. Once registered, Members have the right to nominate specialists for the Standing Committee of the Sections for which they are registered. The *Standing Committee* is the key group of professionals who develop and monitor the programme of the Section. Sections are grouped into five *Divisions*.

Three Regional Sections (Africa, Asia and Oceania, and Latin America and the Caribbean) make up the Regional Division (Division 5). They are concerned with all aspects of library and information services in their regions. They promote IFLA activities and work closely with the IFLA Regional Offices, located in Pretoria, South Africa, Singapore and Rio de Janeiro, Brazil.

## **SPECIAL INTEREST GROUPS**

Special Interest Groups (SIGs) may be set up, on a temporary and informal basis, to enable groups of Members to discuss specific professional, social or cultural issues relating to the profession. SIGs may be established for a 4-5 years term and must be sponsored by a Section.

## **LEADERSHIP FORUM**

The Leadership Forum comprises the Chair and Secretary of each Section, Convenors of its Special Interest Groups, along with the Chair of the Advisory Board of any Core Activities assigned to the Division.

## **MAIN ADMINISTRATIVE BODIES**

### **IFLA HEADQUARTERS**

IFLA Headquarters takes care of the daily strategic and administrative support of the IFLA organisation, its governance, its membership and its activities. IFLA Headquarters is located in The Hague, Netherlands. Since 1982, the offices are generously facilitated by the Koninklijke Bibliotheek, National Library of the Netherlands.

### **IFLA REGIONAL OFFICES**

IFLA has three Regional Offices; one in each of the IFLA 'Regions' Asia and Oceania; Africa; Latin America and the Caribbean. These offices play a role in: IFLA membership recruitment; (co-)organizing regional IFLA events; dissemination of information about IFLA; contributing to effective communication within the Regions' professional communities.

### **IFLA LANGUAGE CENTRES**

IFLA has four Language Centres whose role it is to contribute to more effective communication within the relevant language communities and with the IFLA bodies involved. These activities include the publication and/or translation of newsletters, key IFLA documents, guidelines, press-releases, papers prepared for IFLA's World Library and Information Congress. They may seek involvement in local or regional professional events to gain support within the relevant language communities. There is a language centre for Arabic, Chinese, French (in Africa) and Russian.

## **PARTNERSHIPS**

### **BODIES WITH CONSULTATIVE STATUS**

The IFLA Governing Board may confer Consultative Status on international or multinational organizations in allied fields of interest with which the Federation wishes to establish relationships in order to further its purposes. Currently, IFLA recognizes 22 Bodies with Consultative Status.

### **CORPORATE PARTNERS**

More than 20 corporations in the information industry have formed a working relationship with IFLA under our Corporate Partners scheme. In return for financial and 'in kind' support Corporate Partners receive a range of benefits including opportunities to present their products and services to our worldwide membership.

### **RELATIONS WITH OTHER BODIES**

IFLA established good working relations with a variety of other bodies with similar interests, providing an opportunity for a regular exchange of information and views on issues of mutual concern. We have Formal Associate Relations with UNESCO, observer status with the United Nations, associate status with the International Council of Scientific Unions (ICSU) and observer status with the World Intellectual Property Organization (WIPO) and the International Organization for Standardization (ISO). In 1999, we established observer status with the World Trade Organization (WTO). In turn, we have offered consultative status to a

number of non-governmental organizations operating in related fields, including the International Publishers Association (IPA).

For its advocacy activities IFLA receives funding from the Bill and Melinda Gates Foundation and from Sida, the Swedish International Development Agency (2009-2010).

Together with the other international NGO's in the cultural heritage sector, ICA for archives, ICOM for museums, ICOMOS for monuments and sites, IFLA is a member of the International Committee of the Blue Shield (ICBS) for cultural heritage protection. With the same NGO's and including CCAAA, the international organisation for audiovisual archives, IFLA is also forming the LAMMS Coordinating Council. The Conference of Directors of National Libraries (CDNL) and the International Council for Scientific and Technical Information (ICSTI) are observers to the Council.

## **WORLD LIBRARY AND INFORMATION CONGRESS/ IFLA GENERAL CONFERENCE AND GENERAL ASSEMBLY**

The World Library and Information Congress / IFLA General Conference and General Assembly is held in August in a different city each year. More than three thousand delegates meet to exchange experience, debate professional issues, see the latest products of the information industry, conduct the business of IFLA and experience something of the culture of the host country. In 2009 we met in Milan, Italy; in 2010 we met in Gothenburg, Sweden; in 2011 in San Juan, Puerto Rico and in 2012 in Helsinki, Finland. A full list of former host cities appears elsewhere in this Directory. Since 1994, IFLA Conference papers have been mounted on the IFLA website as they have been presented to IFLA Headquarters as the basis for a presentation during an IFLA Conference. The papers will be kept in perpetuity on IFLA's Website.

### **REGIONAL MEETINGS**

Through the year, a range of professional meetings, seminars and workshops are held around the world by our professional groups and Core Activities. Use [www.ifla.org](http://www.ifla.org) and *IFLA Journal* to find out what is going on when and where.

## **HONOURS AND AWARDS**

The IFLA Governing Board bestows Honours and Awards to recognise individuals contributing to IFLA and the international library and information services sector. IFLA offers the following awards: *Honorary Fellow*; *IFLA Medal* and *IFLA Scroll of Appreciation*. The Honorary Fellow and IFLA Medal are peer nominated. The IFLA Scroll of Appreciation is awarded each year by the IFLA Governing Board to the IFLA World Library and Information Congress National Committee for that year. The IFLA Scroll of Appreciation may also be peer nominated for recipients other than the World Library and Information Congress National Committee. Nomination forms and conditions can be obtained from the IFLA website.

Honorary Fellow is IFLA's highest award, and is awarded on the basis of merit. It may not necessarily be awarded every year. The Governing Board may confer Honorary Fellowship on a person who has delivered long and distinguished service to IFLA.

The Governing Board may confer the IFLA Medal on a person who has made a distinguished contribution either to IFLA or to international librarianship. Subject to successful nomination, it is also anticipated that one medal would be awarded each year, to a nominee from the country hosting the IFLA Congress.

The IFLA Scroll of Appreciation is awarded annually by the IFLA Governing Board to the IFLA World Library and Information Congress National Committee for that year. Additionally, any Member may nominate an individual who has given distinguished service to IFLA. Staff, including core activities staff, is eligible for nomination. Wherever possible honours and awards shall be announced and conferred at the annual World Library and Information Congress.

## **FELLOWSHIPS, FUNDS AND GRANTS**

IFLA administers a number of Grants and Scholarships to enable aspiring library and information professionals from all over the world to enhance their training and to provide funding for new and exciting projects in the field of librarianship. Full details and application forms can be obtained from the IFLA website.

## **WWW.IFLA.ORG**

Our web site ([www.ifla.org](http://www.ifla.org)) has rapidly become a prime source of information not only about IFLA, but also on a broad spectrum of library and information issues. In addition, there are more than 60 discussion lists on a variety of topics. In some cases the lists are restricted to a specific target group, but in most cases the subscription to IFLA discussion lists is open to everyone. Use is free of charge. The main IFLA list, that also distributes the monthly Presidential Newsletter, is IFLA-L.

## **PUBLICATIONS**

Many results of the research, projects and activities of IFLA's professional groups are recorded and disseminated in our publications. The three main paper publication channels are *IFLA Journal*, *IFLA Publications* and *IFLA Professional Reports*.

### **THE IFLA JOURNAL**

The *IFLA Journal* is published four times a year. Each issue covers news of current IFLA activities and articles, selected to reflect the variety of the international information profession, ranging from freedom of information, preservation, services to the visually impaired and intellectual property. It is sent free of charge to all IFLA members as part of their membership benefits. It is published quarterly by Sage Publications in London, United Kingdom. It is one of the most widely used information sources for the latest news on the international library and information scene.

### **IFLA PUBLICATIONS**

Various topics such as *World Guide to Library*, *Archive and Information Science Education*; *Measuring Quality*; *Performance Measurement in Libraries* and *Continuing Professional Development: Pathways to Leadership in the Library and Information World* make up the themes of the *IFLA Publications* series, monographs published by IFLA's publisher, De Gruyter Saur (formerly K.G. Saur) in Berlin and Munich, Germany. It includes such titles as

*Strategies for Regenerating the Information Profession, and Guidelines for Legislative Libraries.*

Another series published by De Gruyter Saur is *IFLA Series on Bibliographic Control*

### **IFLA PROFESSIONAL REPORTS**

The series *IFLA Professional Reports* features reports of professional meetings, guidelines to best practice and their translations. Recent reports include *Guidelines for Multilingual Thesauri* and *Library Services to People with Special Needs Section - Glossary of Terms and Definitions*.

IFLA has published a large number and range of publications in the past fifty years.

However, we have restricted ourselves to listing only the publications available from IFLA Headquarters and publications published in IFLA's series.

Details of publications produced under the auspices of IFLA's Core Activities can be found on their respective pages on IFLA's Website and Section Newsletters are also listed on their respective pages. Please refer to [www.ifla.org/en/activities-and-groups#list2](http://www.ifla.org/en/activities-and-groups#list2).

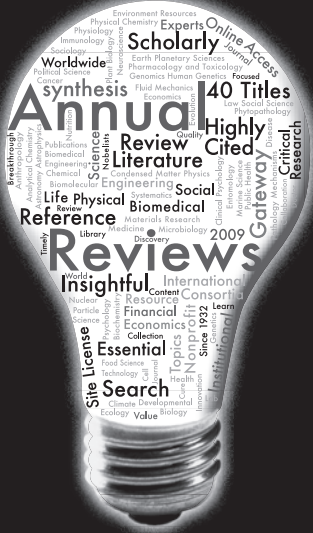
A complete list of IFLA publications is accessible on IFLA's web site [www.ifla.org/en/ifla-publications](http://www.ifla.org/en/ifla-publications).

The **IFLA ANNUAL REPORT** is available for the years 2000 through 2009.

**IFLA DIRECTORY 2009-2011.** ISSN 0074-6002 (€ 45; Free for IFLA Members; IFLA Members may purchase additional copies for € 12). The *IFLA directory* is available from IFLA Headquarters.

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## HOW TO GET TO IFLA HEADQUARTERS



### ***BY TRAIN***

Schiphol station is situated directly below the airport. You can pick up a free baggage trolley from the platform. Via Schiphol Plaza, you can walk to the train platforms and also when you leave, you can walk straight to the departure hall.

**Train tickets:** train tickets for domestic travel are available from the yellow ticket machines near the platforms at Schiphol Plaza. Tickets (for domestic and international travel) are also available from the ticket offices, which are situated close to the red/white-checked cube at Schiphol Plaza. Staff at the ticket offices will also be able to provide you with train departure information.

**Trains to The Hague:** you'll need to take the train to Den Haag CS (Centraal Station) and we advise you to take the direct train. Total travel time will be app. 35 minutes.

Once you have arrived at Den Haag Centraal, exit the station near platform 12. Follow the signs with Koninklijke Bibliotheek - KB (Royal Library), in which IFLA has its offices. The Building can be entered through the main entrance.

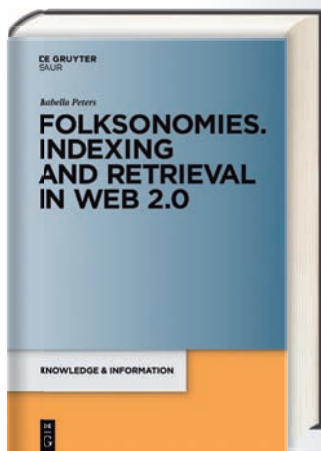
### ***BY TAXI***

Taxi to and from Schiphol is, of course, also possible against a fixed tariff which you can agree on beforehand, it will cost you approximately € 70.

### ***ENTERING IFLA HQ***

In the main hall you need to report to the security desk; please give your name and mention that you're visiting IFLA. The security personnel will phone us and we will come and collect you.





## NEW SERIES:

### KNOWLEDGE AND INFORMATION

Studies in Information Science

*Knowledge and Information* (K&I) is a **peer-reviewed** information science book series appearing as a print and as an eBook version, publishing high quality research monographs and topic-specific collections of papers as well. It covers information science to the full extent and alludes additionally to neighbouring sciences such as library science, computer science and (information) business administration. The language of publication is English.

*Isabella Peters*

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2009. vi, 443 pages

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*Thanh Tuyen Nguyen*

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ISBN 978-3-598-25181-8

**eBook**

RRP € 59,95 [D] / US\$ 84.00

ISBN 978-3-598-44157-8

*Kathrin Weller*

### KNOWLEDGE REPRESENTATION ON THE SOCIAL SEMANTIC WEB

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ISBN 978-3-598-25180-1

**eBook**

RRP € 59,95 [D] / US\$ 84.00

ISBN 978-3-598-44158-5

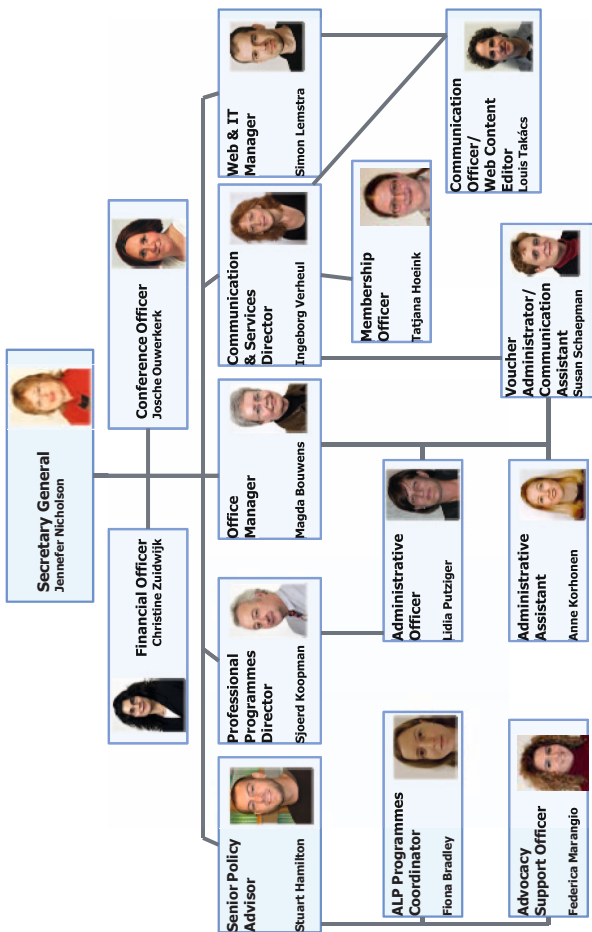
Prices in US\$ apply for orders placed in North America only

eBooks are currently only available for Libraries / Institutions

Prices are subject to change

Prices do not include postage and handling

## **MAIN ADMINISTRATIVE BODIES**



## MAIN ADMINISTRATIVE BODIES

### IFLA HEADQUARTERS

#### *Visiting Address*

Prins Willem-Alexanderhof 5  
2595 BE The Hague  
Netherlands

#### *Postal Address*

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Netherlands

Tel. +(31)(70)3140884  
Fax +(31)(70)3834827  
Email: [ifla@ifla.org](mailto:ifla@ifla.org)  
Website: [www.ifla.org](http://www.ifla.org)

#### *Financial information*

ING Bank account 351460  
IBAN: NL48ingb0000351560  
BIC: INGBNL2A

ABN-AMRO NV, The Hague,  
Netherlands  
Account no. 513638911  
BIC: ABNANL2A

VAT number  
(Fiscal Identification Number)  
NL 002870836 B01

IFLA is registered at the Chamber of  
Commerce, The Hague, no. 40407191

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## MAIN ADMINISTRATIVE BODIES

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### REGIONAL OFFICES

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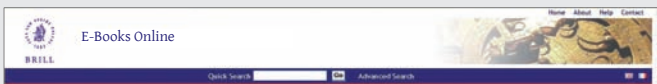
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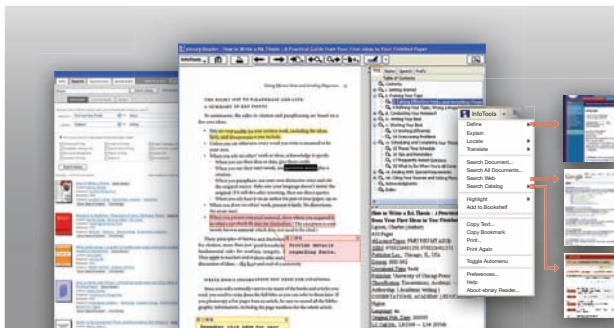
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GROUPS, CORE ACTIVITIES**

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<i>Special Interest Groups</i> <ul style="list-style-type: none"> <li>■ Agricultural Libraries</li> <li>■ National Organizations and International Relations (NOIR)</li> </ul>	<i>Special Interest Groups</i> <ul style="list-style-type: none"> <li>■ Environmental Sustainability and Libraries</li> </ul>	<i>Special Interest Groups</i> <ul style="list-style-type: none"> <li>■ Libraries and Web 2.0</li> <li>■ Indigenous Matters</li> </ul>	<i>Special Interest Groups</i> <ul style="list-style-type: none"> <li>■ Access to Information Network – Africa (ATINA)</li> <li>■ LIS Education in Developing Countries</li> </ul>	
	<i>Core Activity</i> <ul style="list-style-type: none"> <li>■ PAC Advisory Board Chair</li> </ul>	<i>Core Activities</i> <ul style="list-style-type: none"> <li>■ UNIMARC Committee Chair</li> <li>■ ICADS Advisory Board Chair</li> </ul>	<i>Core Activities</i> <ul style="list-style-type: none"> <li>■ FAIFE Committee Chair</li> <li>■ CLM Committee Chair</li> </ul>	<i>Core Activity</i> <ul style="list-style-type: none"> <li>■ ALP Advisory Board Chair</li> </ul>

## Division I - Library Types

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### Division I - Library Types

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#### **Agricultural Libraries Special Interest Group (2009-2012)**

Agriculture is an important activity all over the world. Farmers, ranchers, agricultural managers, and policy makers need to keep abreast of continuing advances in agricultural methods both in developed and developing countries. The IFLA Agricultural Libraries Discussion Group is aimed at promotion, development and support of library and information services for the benefit of the agricultural sector.

**Convenor:** Deva E. Reddy, Associate Professor Evans Library, Texas A&M University College Station, TX, 77843 – 5000, USA, Tel. +(1)(979)8621062, Fax +(1)(979)4580112 E-mail: [DEReddy@lib-gw.tamu.edu](mailto:DEReddy@lib-gw.tamu.edu)

### **Academic and Research Libraries Section (2)**

The Section of Academic and Research Libraries is the international forum for all concerned in this area. It provides members with the opportunity to exchange experiences and ideas with colleagues worldwide and is a vehicle for collaborative action.

**Chair/Treasurer:** Andrew Mc Donald, Director of Library and Learning Services, University of East London, Docklands Campus, University Way, LONDON E16 2RD, United Kingdom; Tel.+(44)(20)82232620; Fax+(44)(20)82232804; E-mail: [a.mcdonald@uel.ac.uk](mailto:a.mcdonald@uel.ac.uk)

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James G. Neal, United States (2<sup>nd</sup> term)  
Agneta Olsson, Sweden  
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##### **2009-2013**

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Carol Ann Hughes, United States  
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Andrew McDonald, United Kingdom (2<sup>nd</sup> term)  
Lisbeth Tangen, Norway  
Jakobina M. Mwiiyale, Namibia  
Jarmo Saarti, Finland (2<sup>nd</sup> term)  
Xiaolin Zhang, China

## Division I - Library Types

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### ***Corresponding Members:***

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Ivan Kanic, Slovenia

Roswitha Poll, Germany

D. Thomas, Sierra Leone

J. Willemse, South Africa

### **Art Libraries Section (30)**

The Section endeavors to represent libraries and organizations concerned with all formats of textual and visual documentation for the visual arts, including fine arts, applied arts, design and architecture. The Section strives to improve access to information about these subjects for users of independent research libraries, museum libraries, art libraries attached to educational institutions art departments within national, college, university and public libraries, government departments and agencies, libraries in cultural centres and other collections of art information. The Section is also concerned with the creation, study and enjoyment of the visual arts through these libraries and with the encouragement of activities of national and regional societies of art librarians and visual resources curators. It provides an international forum for the free exchange of information and materials on art and furthers the aims of the Core Activities of IFLA.

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## Division I - Library Types

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### **Government Libraries Section (4)**

The Section is aimed at the community of libraries which are part of and work for a body with a governing task and which have, in any way, a political responsibility or connection. The Section encourages the growth and development of government libraries and assists in their cooperation.

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### **Health and Biosciences Libraries Section (28)**

The Section of Health and Biosciences Libraries represents and acts as a forum for special libraries concerned with all aspects of information dissemination and services in relation to the health sciences and biological sciences. The Section's general aims include the promotion of cooperation between biological and health sciences libraries; the facilitating of the development and the application of new technology relevant to those libraries; the consideration of means for better provision for health care information to health care consumers; the promotion of cooperative activity between national and international library associations of biological and medical sciences libraries and the promotion of cooperation with the World Health Organization (WHO) and other relevant international bodies.

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## **Law Libraries Section (48)**

This Section aims at bringing together representatives of different types of law libraries: court libraries, corporate law libraries, law school libraries etc.

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Claire M. Germain, United States  
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Blair Kauffman, United States

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Martin Vorberg, Germany  
Julian Rex Winterton, United Kingdom

Pedro Padilla-Rosa, Puerto Rico  
Radu D. Popa, United States

### **Libraries Serving Persons with Print Disabilities Section (31)**

The Libraries Serving Persons with Print Disabilities Section concerns itself with library services for the blind and other people with print disabilities. The main purposes of the Section are to promote national and international cooperation in this field, and to encourage research and development in all aspects of this area, thus improving the access of information for the blind and other people with print disabilities. The Section is thus concerned with the implementation of service goals, standardization of material, problems of copyright, bibliographic control, technical standards, free transmission of postal and telecommunications or any means of distribution of material, and the identification of the locations of special format collections and activities for the blind and other people with print disabilities.

**Chair:** Julie Rae, General Manager, Community Information Access, Vision Australia, 454 Glenferrie Road, KOOYONG, Victoria 3144, Australia; Tel. +(61)(3)98649605; Fax +(61)(3)98649650; Email: Julie.rae@visionaustralia.org

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Julie Rae, Australia  
Geert Ruebens, Belgium  
Keun Hae Youk, Korea, Republic of  
Elena Zakharova, Russian Federation



## Division I - Library Types

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### **Libraries and Research Services for Parliaments Section (3)**

The purpose of the Section is to apply the general objectives of IFLA to the particular situation of legislative libraries, the national legislatures in the case of unitary states and both national and second-tier legislatures in the case of federal countries. Parliamentary librarianship is a distinctive form of information work, mainly for Members of the Legislature, who work under great pressure, and who both use and create information. For this reason they need adequate information support. In the last twenty to thirty years there has been a great growth of this work, not just in terms of quantity, but in many legislatures in terms of quality and depth also. Research services have sprung up, and other specialist services such as economic modelling. Whether these come under the Library or not depends on the administrative structure of the legislature. But all forms of information for legislators and also any personal staff they may have is of interest to the Parliamentary Libraries Section.

**Chair/Treasurer:** Moira Fraser, Parliamentary Librarian & Group Mgr, Parliament of New Zealand, Parliament Buildings, Private Bag 18041, WELLINGTON 6160, New Zealand; Tel. +(64)(4)8179621; Fax +(64)(4)8171250; E-mail: moira.fraser@parliament.govt.nz

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#### ***Corresponding Members:***

Margarita Angelova, Bulgaria  
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Tembi Chalabase Mtine, Zambia  
Bharti Tiwari, India

### **Metropolitan Libraries Section (46)**

The Metropolitan Libraries Section aims to be a platform primarily for libraries of cities with 400,000 or more inhabitants, although libraries serving wide and diverse geographical areas with the same or more population may be included, and exceptions may be made e.g. for capital cities or major conurbations with a smaller population. Members exchange ideas and information on a range

## Division I - Library Types

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of professional topics which include: library networks; buildings; automation; training; research; public relations; and service to special groups.

**Chair:** Christine Mackenzie, Chief Executive Officer, Yarra Plenty Regional Library, Bag 65, BUNDOORA 3083, Victoria, Australia; Tel.+(61)(3)94010710; Fax+(61)(3)94088231; Email: cmackenzie@ypri.vic.gov.au

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Christine Mackenzie, Australia (2<sup>nd</sup> term)  
Jane Pyper, Canada  
Liv Saeteren, Norway (2<sup>nd</sup> term)  
Wang Shiwei, China (2<sup>nd</sup> term)  
Sharon Kien San Thien, Singapore

### **National Libraries Section (1)**

National libraries have special responsibilities, often defined in law, within a nation's library and information system. These responsibilities vary from country to country but are likely to include: the collection via legal deposit of the national imprint (both print and electronic) and its cataloguing and preservation; the provision of central services (e.g., reference, bibliography, preservation, lending) to users both directly and through other library and information centres; the preservation and promotion of the national cultural heritage; acquisition of at least a representative collection of foreign publications; the promotion of national cultural policy; and leadership in national literacy campaigns. National libraries often serve as a national forum for international programmes and projects. They may have a close relationship with national governments, may be concerned with the development of national information policies, and may act as a conduit for the views of other sectors of the profession. Occasionally they also serve the information needs of the legislature directly.

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Elisabeth Niggemann, Germany (2<sup>nd</sup> term)  
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### **National Organizations and International Relations Special Interest Group (NOIR) (2009-2012)**

This Special Interest Group wants to be a forum for those who work in the realm of international relations to develop tools and networks and to advocate for their work both within their own organisations and with the broader IFLA professional community.

**Convenor:** Kelly Moore, Executive Director Canadian Library Association, Ottawa, Canada; Tel. +(1)(613)2329625; Fax +(1)(613)5639895; Email: kmoore@cla.ca

### **Public Libraries Section (8)**

This Section provides an active international forum for the development and promotion of public libraries which serve the whole community in the context of the information society and ensure free and equal access to information at the local level. It also includes mobile libraries.

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Magdalena Reyes, Uruguay  
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Ruth Ornholt, Norway (2<sup>nd</sup> term)  
Suzanne Payette, Canada (2<sup>nd</sup> term)  
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Raquel Flores Bernal, Chile  
Shahaneem Hanoum Dadameah, Malaysia  
Gloria Maria Rodríguez Santamaria, Colombia  
Brendan Teeling, Ireland

### **School Libraries and Resource Centers Section (11)**

The Section of School Libraries and Resource Centres concerns itself with the improvement and development of school libraries and resource centres worldwide, especially advocacy for their qualified and adequate staffing. It provides an international forum for exchanging ideas, experiences, research results and advocacy.

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Paolo Odasso, Italy (2<sup>nd</sup> term)  
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## Division I - Library Types

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### ***Corresponding Members:***

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Lourense H. Das, Netherlands  
Lesley Farmer, United States  
Luisa Marquardt, Italy

### **Science and Technology Libraries Section (7)**

The Section brings together special libraries involved in collecting and providing access to information and data about the physical sciences and technology. A major focus of the Section will be on professional and scholarly communication. The Section collaborates with various national and international science and technology library associations.

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Ajay Pratapsingh, India  
Maxine Schmidt, United States  
Eva Tolonen, Finland

### ***Corresponding Member:***

Myriam Araujo Yaselli, Venezuela

## Division I - Library Types

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### **Social Science Libraries Section (5)**

Social Science Libraries are special libraries supporting research and practice in the broad domain of the Social Sciences. Thus the section includes for example big Business Libraries as well as small research institute libraries in the fields of linguistics or anthropology. Following the extensional definition by H.P. Hogeweg-de Haart (FID, 1981), i.e. the UNESCO definition plus other disciplines the Social Sciences include the following disciplines: anthropology, communication science, criminology, demography, economics, education, environmental planning, futurology, geography, history, labour science, law, library and information science, linguistics, management science, philosophy, political science, public administration, psychology, social policy, sociology, statistics, science of religion, science of science.

**Chair:** Lynne M. Rudasill, Associate Professor of Library Administration, Center for Global Studies, University of Illinois at Urbana-Champaign, 1408 W. Gregory, Room 100, MC-522, URBANA, IL 41822, United States; Tel. +(1)(217)2441868; Fax +(1)(217)3331244; Email: rudasill@illinois.edu

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## Division II - Library Collections

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### Division II - Library Collections

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### Acquisition and Collection Development Section (14)

This Section focuses on methodological and topical themes pertaining to acquisition of print and other analogue library materials (by purchase, exchange, gift, legal deposit), and the licensing and purchase of electronic information resources. Specialized interests include de-acquisition and weeding of library materials, collection development policies, collection development methods, techniques and practices for collection assessment, usage statistics, materials pricing issues, ownership vs. access issues, the "Open Access" movement, and librarians' relations with publishers and vendors. As access to materials becomes an increasingly viable alternative to ownership, the Section finds itself working more closely with the Sections on Serials and Other Continuing Resources, Document Delivery and Resource Sharing, and any advisory committees within IFLA that facilitate discussions between libraries and publishers and/or producers of electronic resources. Also of concern to the Section are the impact and application of technological developments that underlie many of the changes observed in departmental work flow, and partnering arrangements when acquiring materials (such as electronic data interchange, materials licensing agreements, and cooperative collection development). In formulating its Goals the Section strives to be flexible and responsive to changing conditions in the professional environment. The Section is especially cognizant of the need to integrate its Goals with IFLA's thematic focus and professional priorities.

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Klaus Kempf, Germany (2<sup>nd</sup> term)  
Glenda Lammers, United States  
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Nadia Zilper, United States (2<sup>nd</sup> term)

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Natalia Litvinova, Russian Federation (2<sup>nd</sup> term)  
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Johannes Rudberg, Sweden  
Regine Schmolling, Germany  
Tan Sun, China (2<sup>nd</sup> term)

## Division II - Library Collections

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### ***Corresponding Members:***

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Suzanne D. Gyeszly, Qatar  
Helen Ladrón de Guevara, Mexico  
Dudu Nkosi, South Africa

### **Audiovisual and Multimedia Section (35)**

The Audiovisual and Multimedia Section (AVMS) is the international forum for persons working with non book media in every kind of library and information service. In this regard AVMS:

- concerns itself extensively with all issues relating to sound, still and moving images and multimedia documents, including collection development, cataloguing, access and conservation, as well as services based upon them, such as children's libraries, language centres, and multimedia digital libraries delivered via the Internet.
- promotes the development of specialist expertise regarding: sources and methods of acquisition; technical issues for carriers and equipment, whether current or historic; legal issues affecting the collection, transfer and delivery of documents; and media-specific rules and formats for cataloguing.
- maintains relationships with relevant IFLA Sections and Core Activities, and other professional organizations for audiovisual archives.

Special expertises are required about sources and methods of acquisitions, technical issues for historical and for new carriers and equipments, legal issues affecting collecting, transferring and delivering documents, specifics rules and formats of cataloguing, and all kinds of libraries are concerned.

Relations have to be established in IFLA with corresponding groups and out of IFLA with professional organizations of sound and audiovisual archives.

***Chair:*** Trond Valberg, Scientific Officer, National Library of Norway, P.O. Box 2674 Solli, 0203 OSLO, Norway; Tel.+(47)(23)276000; Fax +(47)(23)276010; Email: trond.valberg@nb.no

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Carmen Velázquez, Spain (2<sup>nd</sup> term)

#### **2009-2013**

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Anne Louise Anglim, United Kingdom  
Marwa El Sahn, Egypt (2<sup>nd</sup> term)  
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Göran Konstenius, Sweden  
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Michael J. Miller, United States  
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May Huang Yu, United States



## Division II - Library Collections

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### ***Corresponding Members:***

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Horst Ernestus, Germany

Isabelle Giannattasio, France

Anna-Maria Kylberg, Sweden

### **Document Delivery and Resource Sharing Section (15)**

This is the forum in IFLA for libraries and associations concerned with making information in all formats available throughout the world through a variety of resource sharing and document supply techniques. The Section's primary objective is to extend and improve document delivery and interlending both nationally and internationally through the use of new technologies and increased cooperation among libraries and document suppliers. The Section monitors developments and provides information to its membership through a section website, twice-yearly newsletter, programs at IFLA conferences, support of document delivery workshops, and cooperative projects with international organizations.

***Chair:*** Mary A. Hollerich, Director, Lewis University Library, 1 University Parkway, ROMEOVILLE IL 60446, United States; Tel. +(1)8472750666 (cell), Email: mary.hollerich@gmail.com

***Secretary:*** Rose Goodier, Head of Document Supply, The University of Manchester, Document Supply Unit, The John Rylands University Library, Oxford Road, MANCHESTER M13 9PP, United Kingdom; Tel. +(44)(161)3064930; Fax +(44)(161)2757207; Email: rose.goodier@manchester.ac.uk

***Treasurer:*** Robert Seal, Dean of Libraries, Loyola University Chicago, 6525 N. Sheridan Road, CHICAGO, IL 60626, United States; Tel. +(1)(773)5082657; Fax +(1)(773)5082698; Email: rseal@luc.edu

***Information Coordinator:*** Jacqueline Gillet, Head Backup Libraries Service, INIST/CNRS, 2, allée du Parc de Brabois, 54500 VANDOEUVRE-LES-NANCY, France, Tel. +(33)(3)83504724; Fax +(33)(3)83504732  
Email: gillet@inist.fr

### ***Standing Committee members:***

#### **2007-2011**

Assunta Arte, Italy (2<sup>nd</sup> term)

Kim Baker, South Africa (2<sup>nd</sup> term)

Rose Goodier, United Kingdom

Mary A. Hollerich, United States

Robert Krall, United States

Elmelinda Lara, Trinidad and Tobago (2<sup>nd</sup> term)

Jindřiska Pospíšilová, Czech Republic (2<sup>nd</sup> term)

Helen Sakrihei, Norway

Robert Seal, United States

#### **2009-2013**

Gunilla Eldebro, Sweden

Nadezhda Erokhina, Russian Federation (2<sup>nd</sup> term)

Jacqueline Gillet, France (2<sup>nd</sup> term)

Yajun Mao, China

Margarita Moreno, Australia (2<sup>nd</sup> term)

Harald Müller, Germany

Melissa D. Trevvett, United States

## Division II - Library Collections

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### **Genealogy and Local History Section (37)**

The Genealogy and Local History Section aims to provide a voice for genealogy and local history librarians in the international information community, to facilitate networking among subject specialists and libraries, archives, museums, and related societies and institutions, and to encourage the development of genealogy and local history collections and user services. Goals:

1. Be a voice for genealogy and local history librarians in the international information community.
2. Facilitate and promote global networking among genealogy and local history professionals and between libraries, archives, and museums serving genealogists and family and local historians.
3. Support and promote improved traditional and electronic genealogy and local history reference services.
4. Proactively address data privacy and information access concerns that affect genealogy and local history collections and services.

**Chair:** Ruth Hedegaard, Frederikshavn City Archives, Parallelvej 16, 9900 FREDERIKSHAVN, Denmark; Tel. +(45)98459141; Email: rhe@stofanet.dk

**Secretary:** Russell S. Lynch, Reference Manager, Family Search (Family History Lib.), 50 E. North Temple St. (JSMB 6W), SALT LAKE CITY, UT 84118, United States; Tel. +(1)(801)2401315; Fax +(1)(801)2401557; Email: lynchrs@familysearch.org

**Treasurer:** Janice McFarlane, Enquiries and Reference Services Manager, National Library of Scotland, George IV Bridge, EDINBURGH, Scotland, EH1 1EW, United Kingdom; Tel. +(44)(131)6233824; Fax +(44)(131)6233830; Email: j.mcfarlane@nls.uk

**Information Coordinator:** Janet Tomkins, Genealogy Reference Library, Vancouver Public Library, 350 West Georgia Street, VANCOUVER, B.C. V6M 6B1, Canada, Tel.+(1)(604)313724; Fax +(1)(604)3313720, Email: janet.tomkins@vpl.ca

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Lijing Chen, China  
Ruth Hedegaard, Denmark (2<sup>nd</sup> term)  
Antonio Lechasseur, Canada  
Gerard Long, Ireland  
Russell S. Lynch, United States  
Janice McFarlane, United Kingdom (2<sup>nd</sup> term)  
Wayne J Metcalfe, United States  
Matty Laverne Page, United States  
Janet Tomkins, Canada  
Gui Won Lee, Korea, Republic of (2<sup>nd</sup> term)  
Hsiao-ming Yu, China

#### **2009-2013**

Arun Kumar Chakraborty, India  
Richard Eynon Huws, United Kingdom (2<sup>nd</sup> term)  
Susan Laura Lugo, United States  
Elizabeth Anne Melrose, United Kingdom (2<sup>nd</sup> term)  
Paul F. Smart, United States (2<sup>nd</sup> term)

### ***Corresponding Members:***

Brenda Campbell, Canada  
Gu Yan, China

## Division II - Library Collections

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### **Government Information and Official Publications Section (17)**

Governments, intergovernmental organizations and public non-governmental organizations generate large quantities of documents and information which shape our lives and mould the societies in which we live. The Section promotes the discovery, collection, bibliographic control, preservation and dissemination of information from and about all these public bodies. Persons interested in the Section are drawn from the world community of specialists in access to public documents and public policy. They share the mission of promoting free and equitable access to quality information in order to assure accountability from governments and other public bodies to the people they serve.

**Chair/Treasurer:** Eleanor G. Frierson, Deputy Director, National Agricultural Library, 10301 Baltimore Ave, Rm 200, BELTSVILLE, MD 20705-2351, United States; Tel. +(1)(301)5046780; Fax +(1)(301)5047042; Email: [efrierson@nal.usda.gov](mailto:efrierson@nal.usda.gov)

**Secretary:** Marcia Allen, Head, Maps Library, Pennsylvania State University, 0001 Paterno Library, UNIVERSITY PARK, PA 16802-1807, United States; Tel. +(1)(814)8650139; Fax +(1)(814)8636370; Email: [mmal17@psu.edu](mailto:mmal17@psu.edu)

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Nancy C. Hyland, United States  
Nerisa Kamar, Kenya  
Takashi Koga, Japan

##### **2009-2013**

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David Oldenkamp, United States  
Satendra Singh Dhaka, India  
Irja Peltonen, Finland (2<sup>nd</sup> term)  
Peter Raggett, France (2<sup>nd</sup> term)  
Alice Ramahlola, South Africa  
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Sylvia Teasdale, Canada  
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#### ***Corresponding Members:***

Irina A. Andreeva, Russian Federation  
Gaston Bernier, Canada  
Sandra Fine, Israel  
J.B. Ojiambo, Kenya

### **Newspapers Section (39)**

The Section is concerned with all issues relating to newspapers in libraries and archives, including acquisition and collection development; intellectual and physical access; storage and handling; preservation of newspapers and their contents; interlibrary lending; and the impact of digital technologies on all of these.

**Chair:** Frederick Zarndt, Planman Consulting Inc., 230 C. Avenue, CORONADO, CA 92118, United States; Tel. +(1)(801)3613204; Email: [Frederick.Zarndt@planmanconsulting.com](mailto:Frederick.Zarndt@planmanconsulting.com)

## Division II - Library Collections

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Dolores Rodriguez Fuentes, Spain  
Frederick Zarndt, United States

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Ulrich Hagenah, Germany  
Georgia Higley, United States (2<sup>nd</sup> term)  
Philippe Mezzasalma, France (2<sup>nd</sup> term)

### **Preservation and Conservation Section (19)**

The Section is concerned with the preservation of the world's documentary heritage. It provides an international forum for all types of libraries to exchange, develop and disseminate knowledge and experience dealing with theories, policies and practices for the preservation of all recorded knowledge, regardless of the storage medium. The Section maintains a close working relationship with the IFLA PAC Core Programme.

**Chair/Treasurer:** Per Cullhed, Director, Cultural Heritage Group, Uppsala University Library, Box 510, S-75120 UPPSALA, Sweden; Tel. +(46)(18)4716214; Fax. +(46)(18)4713929; Email: per.cullhed@ub.uu.se

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Jeanne Drewes, United States  
Lorea Elduayen Pereda, Spain  
Irmhild Schäfer, Germany  
Philippe Vallas, France  
Tatiana Velikova, Russian Federation

#### **2009-2013**

Charlotte Ahlgren, Sweden  
Frédéric M. Blin, France  
Hongyan Chen, China  
Maria Constança Margarida De P.M. Da Costa Rosa, Portugal  
Oxana Dineeva, Russian Federation  
Douwe Drijfhout, South Africa  
Ornella Foglieni, Italy  
Kwi Bok Lee, Korea, Republic of (2<sup>nd</sup> term)  
François Lenell, France  
Danielle Mincio, Switzerland  
Akiko Okahashi, Japan  
Arthur Tennoe, Norway (2<sup>nd</sup> term)  
Dianne L. van der Reyden, United States (2<sup>nd</sup> term)

## Division II - Library Collections

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### ***Corresponding Member:***

Helen Shenton, United Kingdom

### **Environmental Sustainability and Libraries Special Interest Group (2009-2012)**

This Special Interest Group's mission is to address:

- Effects of climate change on libraries (modification of the conditions of storage and preservation, buildings insulation, impacts on library finances and management,...).
- The application of environment-friendly practices in libraries or transferable to libraries (recovery of rainy waters, power supply from renewable energies, control of printings, etc).
- The proposal of environmental recommendations to the profession (recycling of outdated documents, use of biodegradable materials, etc).
- Increasing and promoting documentary resources and library services connected to sustainability (development of collections on environmental themes, exhibitions, outreach, etc.)
- Increasing awareness of librarians themselves about environmental concerns.

***Convenor:*** Veerle Minner van Neygen, C/ Camino Real, 14, 28232 Las Rozas, MADRID, Spain; Tel. +(34)(91)7821708/7821322; Fax +(34)(91)7821707/7454762, Email: [veerle.minner@yahoo.es](mailto:veerle.minner@yahoo.es)

### **Rare Books and Manuscripts Section (18)**

The Section provides a forum for discussion, and exchange of information, on matters of particular concern to rare book and manuscript librarians, including the collection, preservation, bibliographic control, and use of such materials, in all types of libraries.

***Chair:*** Raphaële Mouren, Associate Professor, ENSSIB, 17-21 Bd du 11 Novembre 1918, 69623 VILLEURBANNE Cedex, France; Tel. +(33)(4)72444343; Fax +(33)(4)72444344; E-mail: [raphaele.mouren@enssib.fr](mailto:raphaele.mouren@enssib.fr)

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### ***Editor:***

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## Division II - Library Collections

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### *Corresponding Members:*

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Olga Vega Garcia, Cuba

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John Meriton, United Kingdom  
Pilar Moreno Garcia, Spain  
Angela Nuovo, Italy  
Alexander Samarin, Russian Federation  
Edwin C. Schroeder, United States  
Winston Tabb, United States  
Denis Tsyppkin, Russian Federation (2<sup>nd</sup> term)

### **Serials and Other Continuing Resources Section (16)**

The Section concerns itself with all issues which make serial publications unique in both the print and electronic environments. These include: bibliographic standards and control; holdings information; national and international library cooperation; access and availability; conservation and archiving; collection management and development; pricing issues; copyright; and, relationships with serial publishers, serial suppliers and other serials related organizations.

**Chair/Treasurer:** Helen Adey, Information Resources Services Manager, Libraries and Learning Resources, Nottingham Trent University, Dryden Centre, Dryden St., NOTTINGHAM NG1 4FZ, United Kingdom; Tel.+(44)(115)8486559; Fax +(44)(115)8484230; E-mail: Helen.adey@ntu.ac.uk

**Secretary:** Philippe Cantie, Head, ISSN France Center, Bibliothèque nationale de France, Quai François Mauriac, 75013 PARIS, France; Tel. +(33)(1)53795447; Fax +(33)(1)53798556; Email: philippe.cantie@bnf.fr

**Information Coordinator:** Ann Okerson, Associate University Librarian for Collections & International Programs, Yale University Library, Sterling Memorial Library, P.O. Box 208240, NEW HAVEN, CT 06520-8240, United States; Tel. +(1)(203)4321764; Fax +(1)(203)4328527 Email: ann.okerson@yale.edu

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Ann Okerson, United States (2<sup>nd</sup> term)  
Simonetta Pasqualis dell'Antonio, Italy (2<sup>nd</sup> term)  
Hildegard Schäffler, Germany (2<sup>nd</sup> term)  
Edward Swanson, United States (2<sup>nd</sup> term)  
Marie-Joelle Tarin, France (2<sup>nd</sup> term)  
Jina Choi Wakimoto, United States

#### **2009-2013**

Affra Alshamsi, Oman  
Maria del Tura Molas Alberich, Spain  
Midori Ichiko, Japan  
M.A.Harry Nkadameng, South Africa  
Stephanie Schmitt, United States

## Division II - Library Collections

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### *Corresponding Members:*

Helen Heinrich, United States

Françoise Pelle, France

Zuzanne Wiorogorska, Poland

### **Preservation and Conservation Core Activity (PAC)**

The PAC programme was effectively launched in Vienna during the 1986 Conference on the Preservation of Library Materials co-organized by the Conference of the Directors of National Libraries, IFLA and UNESCO.

Contrary to other IFLA Core Activities, PAC has been originally conceived in a decentralised way: a Focal Point implements the global strategy and Regional Centres manage activities in their specific regions. The Focal Point (International Centre) has been hosted by the Bibliothèque nationale de France in Paris since 1992 and there are a number of Regional Centres, see the list below.

The International Centre and the Regional Centres are part of a network, whose main working rules are defined in an agreement signed annually between IFLA and each centre. Each centre is independent and acts according to the priorities identified in its geographical area. It must comply with the objectives of PAC Core Activity and maintain cooperation with other centres through various activities (publications, seminars, conferences, etc.).

### **PAC International Focal Point and Regional Centre for Western Europe, Africa and the Middle East**

Bibliothèque nationale de France, T3 N4 97, Quai François Mauriac, 75706 PARIS  
CEDEX 13, France; Tel. +(33)(1)53795970, Fax +(33)(1)53795980;

**Programme Director:** Christiane Baryla, Tel. +(31)(1)53795970,

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**Programme Officer:** Flore Izart, Tel. +(31)(1)53795971, Email: [flore.izart@bnf.fr](mailto:flore.izart@bnf.fr)

**PAC Advisory Board - Chair:** Réjean Savard (Canada), **Members:** Susan M. Allen (United States), Maria Isabel Cabral da Franca (Brazil), Jan Fullerton (Australia), Deanna Marcum (United States), Danielle Mincio (Switzerland) and GB representative, Ellen Ndeshi Namhila (Namibia), Lucien Scotti (France), and Per Cullhed (Sweden).

### **PAC Regional Centres:**

#### **Asia**

National Diet Library, Acquisitions Department, 10-1 Nagata-cho 1-chome, Chiyoda-ku  
TOKYO 100-8924, Japan; Tel +(81)(3)35812331, Fax +(81)(3)35920783, Email:  
[pacasia@ndl.go.jp](mailto:pacasia@ndl.go.jp) - Director: Noriko Nakamura

National Library of Korea, KRILI/Preservation Office, Banpo-Ro 664, Seocho-gu, SEOUL  
137-702, Korea; Tel. +(82)(2)5354142, Email: [leegw@mail.nl.go.kr](mailto:leegw@mail.nl.go.kr) – Director:  
Giu-Won Lee

#### **China**

National Library of China, 33 Zhongguancun Nandajie, BEIJING 100081, China;  
Fax +(86)(10)68419271, Email: [interco@nlc.gov.cn](mailto:interco@nlc.gov.cn) - Director: Chen Li

## Division II - Library Collections

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### **Eastern Europe and the CIS**

Library for Foreign Literature, Nikoloyamskaya Street 1, 109 189 MOSCOW, Russian Federation; Tel. +(7)(495)9153621, Fax +(7)(495)9153637, Email : rsalnikova@libfl.ru  
Director: Rosa Salnikova

National Library of the Republic of Kazakhstan, Abai av. 14, ALMATY 480013, Republic of Kazakhstan, Tel/Fax +(7)(327)2721604, Email: zarem\_@yahoo.com - Director: Zarema Shaimardanova

### **French Speaking Africa**

Bibliothèque nationale du Bénin, BP 401, PORTO NOVO, Benin; Tel./Fax +(229)(20)222585, Email: derosfr@yahoo.fr - Director: Francis Marie-José Zogo

### **Southern Africa**

University of Cape Town, Preservation Unit, UCT Libraries, Private Bag, RONDEBOSCH 7701, South Africa; Tel. +(27)(21)4807137, Fax +(27)(21)4807167, Email: jmaree@hiddingh.uct.ac.za - Director: Johann Maree

### **Latin America and the Caribbean**

National Library and Information System Authority (NALIS), PO Box 547, PORT-OF-SPAIN, Trinidad and Tobago, Tel. +(868)6243075, Fax +(868)6243120, Email: awallace@nalis.gov.tt - Director: Annette Wallace

Biblioteca Nacional de Venezuela, Apartado Postal 6525, Carmelitas CARACAS 1010 Venezuela; Tel. +(58)(212)5059051, Fax +(58)(212)5059348, Email : dconsev@bnv.biv.ve  
Director: Ramón Sifontes

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Biblioteca Nacional de Chile, Ave. Libertador Bernardo O'Higgins No 651, SANTIAGO, Chile; Tel. +(56)(2)3605239, Fax +(56)(2)6380461, Email: mpalma@bndechile.cl - Director: Maria Anonieta Palma Vargas

### **Oceania and South-East Asia**

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Director: Colin Webb

### **USA and Canada**

Library of Congress, 101 Independence Ave., S.E., WASHINGTON DC 20540, United States; Tel. +(1)(202)7077423, Fax +(1)(202)7073434, Email: dvan@loc.gov - Director: Dianne L. van der Reyden



## Division III - Library Services

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### Division III - Library Services

**Chair:** Judy Field, Senior Lecturer, Wayne State University, Library and Information Science, 106 Kresge, DETROIT, MI 48202, United States; Tel. +(1)(313)5778539; Fax +(1)(313)5777563; Email: aa4101@wayne.edu

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### Bibliography Section (12)

This Section is primarily concerned with the content, arrangement, production, dissemination and preservation of bibliographic information, especially (but not exclusively) where these pertain to national bibliographic services. It is also concerned with the promotion of the importance of the discipline of bibliography to library professionals in all types of library (not just national libraries), to publishers, distributors and retailers and also to end-users. Whilst taking full account of technological possibilities, the Section is aware that such developments are not yet available in some areas of the world, and it will ensure that its solutions are not necessarily dependent on particular technologies.

**Chair:** Carsten H. Andersen, Director, Bibliographic Division, DBC (Danish Bibliographic Centre), Tempovej 7-11, DK-2750 BALLERUP, Denmark; Tel.+(45)44867701; Fax +(45)44867693; Email: cha@dbc.dk

**Secretary/Treasurer:** Glenn Patton, Director, WorldCat Quality Management, OCLC Online Computer Library Center, OCLC, 6565 Kilgour Place, DUBLIN, OH 43017, United States; Tel.: +(1)(614)7646371; Fax +(1)(614)7187187; Email: pattong@oclc.org

**Information Coordinator:** Neil Wilson, Head, Bibliographic Development, The British Library, 96 Euston Road, LONDON NW1 2 DB, United Kingdom; Tel.+(44)(20)74127348; Fax +(44)(20)74127018, Email: neil.wilson@bl.uk

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Glenn Patton, United States  
Raikhan K. Rakhimbekova, Kazakstan  
Regina Varniene, Lithuania (2<sup>nd</sup> term)  
Neil Wilson, United Kingdom  
Yukio Yokoyama, Japan (2<sup>nd</sup> term)

#### 2009-2013

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Natalya Lelikova, Russian Federation  
Anke Meyer, Germany

### Corresponding Members:

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Araceli G. Carranza-Basseti, Cuba  
Cheng Huanwen, China  
C. Mills, Fiji

## Division III - Library Services

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### **Cataloguing Section (13)**

The Cataloguing Section analyzes the functions of cataloguing activities for all types of material and media, including both bibliographic and authority information, for the benefit of all users. The Section proposes and develops cataloguing rules, guidelines, and standards for bibliographic information, taking into account the developing networked digital environment in order to promote universal access to and exchange of bibliographic and authority information.

**Chair/Treasurer:** Anders Cato, Head of Cataloguing, Collections Department, National Library of Sweden, Box 5039, SE 10241 STOCKHOLM, Sweden; Tel.+(46)(8)4634429; Fax+(46)(8)4634265; Email: anders.cato@kb.se

**Secretary:** Ana Barbaric, Teaching Assistant, Department of Information Science, University of Zagreb, Faculty of Philosophy, I. Lucica 3, 10000 ZAGREB, Croatia; Tel. +(385)(1)6002349; Fax +(385)(1)6002431; Email: abarbari@ffzg.hr

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William A. Garrison, United States (2<sup>nd</sup> term)  
Mauro Guerrini, Italy (2<sup>nd</sup> term)  
Bodil Gustavsson, Sweden  
John Hostage, United States (2<sup>nd</sup> term)  
Ulrike Junger, Germany (2<sup>nd</sup> term)  
Judith A. Kuhagen, United States (2<sup>nd</sup> term)  
Françoise Leresche, France  
Margaret Stewart, Canada  
Jay Weitz, United States  
Elena I. Zagorskaya, Russian Federation (2<sup>nd</sup> term)

##### **2009-2013**

Ana Barbaric, Croatia (2<sup>nd</sup> term)  
Anders Cato, Sweden (2<sup>nd</sup> term)  
Ben Gu, China (2<sup>nd</sup> term)  
Tuula Haapamäki, Finland  
Hanne Hørl Hansen, Denmark  
Patrizia Martini, Italy  
Pat Riva, Canada (2<sup>nd</sup> term)  
Bettina Wagner, Germany

#### ***Corresponding Members:***

Catherine Argus, Australia  
Elena Gorodiskaya, Russian Federation  
Minoru Inahama, Japan  
Jaesun Lee, Korea, Republic of

### **Classification and Indexing Section(29)**

The Section on Classification and Indexing focuses on methods of providing subject access in catalogues, bibliographies, and indexes to documents of all kinds, including electronic documents. The Section serves as a forum for producers and users of classification and subject indexing tools, and it works to facilitate international exchange of information about methods of providing subject access.

## Division III - Library Services

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**Chair/Treasurer:** Jo-Anne Bélair, Head of Répertoire de Vedettes- Matière , Université Laval Library, 2345 Allée des bibliothèques, Pav. J.-C.-Bonenfant, QUEBEC, QC G1V 0A6, Canada; Tel. +(1)(418)6562131 ext.2871; Fax +(1)(418)6563910; Email: jo-anne.belair@bibl.ulaval.ca

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Dorothy McGarry, United States (2<sup>nd</sup> term)  
David Miller, United States (2<sup>nd</sup> term)  
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Barbara Tillett, United States (2<sup>nd</sup> term)

#### **2009-2013**

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K.S. Raghavan, India  
Damasa Reyes Rolando, Cuba  
Mandana Sadigh-Behzadi, Iran, Islamic Republic of

### **Information Literacy Section (42)**

The primary purpose of the Information Literacy Section is to foster international cooperation in the development of information literacy education in all types of libraries and information institutions.

*"To be information literate, a person must be able to recognize when information is needed and have the ability to locate, evaluate and use effectively the needed information"* (American Library Association, 1989). *"Information literacy is the adoption of appropriate information behaviour to identify, through whatever channel or medium, information well fitted to information needs, leading to wise and ethical use of information in society."* (Webber & Johnston, 2003)

**Chair:** Maria-Carme Torras I Calvo, Senior Academic Librarian, University of Bergen Library, PO Box 7808, Haakon Shetelig's Plass 7, 5020 BERGEN, Norway; Tel. +(47)5558232; Fax +(47)5554620; Email: maria-carme.torras@ub.uib.no

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## Division III - Library Services

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Dalia Naujokaitis, Canada  
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#### **2009-2013**

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### **Corresponding Members:**

Regina Celia Baptista Belluzzo, Brazil  
Judith Peacock, Australia  
Maria de Fátima Pereira Raposo, Brazil  
Hannelore B. Rader, United States

### **Information Technology Section (21)**

The Information Technology Section (ITS) serves to promote and advance the application of information technologies (IT) to library and information services in all societies, through activities related to standards, education and training, research, and the market place. ITS scope includes IT for the creation, organization, storage and maintenance, retrieval, and transfer of information and documents for all types of libraries and information centers. It also includes IT for the operation of libraries and information centers, as well as managerial and policy issues regarding IT. Of primary importance are applications of IT for supporting access to and delivery of information.

**Chair/Treasurer:** Reinhard Altenhöner, Director of IT, German National Library, Adickesallee 1; D-60322 FRANKFURT AM MAIN, Germany; Tel. +(49)(69)15251700; Fax +(49)(69)15251799; Email: r.altenhoener@d-nb.de

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## Division III - Library Services

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Nazha Hachad, Morocco (2<sup>nd</sup> term)

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Emmanuelle Bermès, France  
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Karen Keiller, Canada  
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Hee-kyung Yoo, Korea, Republic of  
Vivekanand Jain, India  
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Penny Robertson, United Kingdom  
Sue Stimpson, Canada  
Hilde van Wijngaarden, Netherlands  
Zhixiong Zhang, China (2<sup>nd</sup> term)

### *Corresponding Members:*

Antonin Benoît Diouf, Senegal  
Patrick Danowski, Germany  
Alexeis Garcia Pérez, United Kingdom

### **Libraries and Web 2.0 Special Interest Group (2009-2012)**

This SIG seeks to maintain a forum for the implications of Web 2.0 for libraries, where the question of Library 2.0 and the ongoing development is watched and discussed in the next few years.

**Convenor:** Patrick Danowski, Email: [patrick.danowski@googlemail.com](mailto:patrick.danowski@googlemail.com)

### **Knowledge Management Section (47)**

The growing interest in KM by the IFLA community was confirmed by the approval of Knowledge Management as IFLA Section in December 2003. The KM Section is a unit in IFLA's Division IV (Bibliographic Control). With this growing interest in the implementation of Knowledge Management through out the library and information environment, LIS professionals have expressed a need for a deeper understanding of KM's many dimensions and its relevance to their work. The IFLA KM section endeavours to facilitate the application of KM in libraries by developing a program of activities that supports information professionals implement KM in their own organizations.

**Chair/Treasurer:** Xuemao Wang, Emory University, Associate Vice Provost, Woodruff Library, 540 Asbury Circle, ATLANTA, GA 30322, United States; Tel. +(1)(404)7276861; Email: [x.wang@emory.edu](mailto:x.wang@emory.edu)

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## Division III - Library Services

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Stuart M. Basefsky, United States  
Theo J.D. Bothma, South Africa (2<sup>nd</sup> term)  
Leda Bultrini, Italy  
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Judith J. Field, United States (2<sup>nd</sup> term)  
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Olga Lavrik, Russian Federation  
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Karolien Selhorst, Netherlands

### **Corresponding Members:**

Abdel Hamid Boujdad Mkaem, Morocco  
Susmita Chakraborty, India  
Jasper Lee Maenzanise, Zimbabwe

### **Libraries for Children and Young Adults Section (10)**

The Section's major purpose is to support the provision of the library service and reading promotion to children and young adults throughout the world. Its main objectives are to promote international cooperation in the fields of library services to children and young adults, and to encourage the exchange of experience, education and training and research in all aspects of this subject. The Section's concerns include the provision of library services to all children and young adults in different cultures and traditions in cooperation with appropriate organizations and to adults interacting with children and young adults. The Section works in cooperation with other IFLA Sections and a number of international reading and library associations, including the International Reading Association (IRA) and the International Board on Books for Young People (IBBY).

**Chair/Treasurer:** Ingrid Bon, Consultant Libraries of Children and Reading Promotion, Bibloservice Gelderland, Zeelandsingel 40, 6845 BH ARNHEM, Netherlands; Tel. +(31)(26)3860233; Fax +(31)(26)3820019; Email: ingrid.bon@bibloservice.nl

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Barbara Genco, United States

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Veronica Abud Cabrera, Chile  
Maha Alwan, Lebanon  
Olga Andreeva, Russian Federation (2<sup>nd</sup> term)  
Olimpia Bartolucci, Italy

## Division III - Library Services

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Patrizia Lucchini, Italy  
Viviana Quiñones, France  
Verena Tibljas, Croatia (2<sup>nd</sup> term)

Carmen Barvo, Colombia  
Adrian Guerra Pensado, Cuba  
Ingrid Källström Nilsson, Sweden  
Kerstin Keller-Loibl, Germany  
Naoko Kobayashi, Japan  
Ian Yap, Singapore  
Kazuko Yoda, Japan (2<sup>nd</sup> term)

### **Library Services to Multicultural Populations Section (32)**

The Section brings together libraries and institutions interested in the development and availability of library services designed to meet the needs of cultural and linguistic minorities. The Section is striving to share its experience in library services to multicultural populations in view of the necessity to ensure that every member in our global society has access to a full range of library and information services. In order to achieve this, it promotes international cooperation in this field.

**Chair/Treasurer:** Mijin Kim, Director Public Programs and Exhibitions, Library and Archives Canada, 395 Wellington Street, OTTAWA, Ontario K1S 0N4, Canada; Tel. +(1)(613)9444533; Fax +(1)(613)9950919; Email: mijin.kim@lac-bac.gc.ca

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Yasuko Hirata, Japan (2<sup>nd</sup> term)  
Ayub Khan, United Kingdom  
Ariel Lebowitz, Canada  
Flemming Munch, Denmark  
Robert Pestell, Australia  
Volker Pirsich, Germany  
Tess M. Tobin, United States  
Ann Katrin Ursberg, Sweden (2<sup>nd</sup> term)

#### **2009-2013**

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Oksana Chuvilskaya, Russian Federation  
Olga Cuadrado Fernández, Spain  
Ruth Fassbind-Eigenheer, Switzerland  
Fred J. Gitner, United States  
Anne Hall, Australia  
Mijin Kim, Canada (2<sup>nd</sup> term)  
Jack Leong, Canada  
Galina Raykova, Russian Federation (2<sup>nd</sup> term)  
Stephen E. Stratton, United States  
Anne Kristin Undlien, Norway

### **Corresponding Members**

Oriana Acevedo, Australia  
Irene Chadnova, Russian Federation  
Domenico Ciccarello, Italy

## Division III - Library Services

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Kirsten Leth Nielsen, Norway  
Jane Pyper, Canada

### **Indigenous Matters Special Interest Group (2009-2012)**

This Special Interest Group will consider the broad range of issues relating to indigenous peoples, indigenous knowledge and libraries and information services. These include awareness of indigenous peoples and issues, content and perspectives, description and classification of materials, accessibility and use, handling of secret or sacred and offensive material, copying and repatriation of records, digitization and the Internet, intellectual property, governance and management, employment, and education and training for professional practice.

**Convenor:** Lorie Roy, School of Information, University of Texas Austin, 1 University Station D7000, AUSTIN TX 78712-039, United States, Email: [loriene@ischool.utexas.edu](mailto:loriene@ischool.utexas.edu)

### **Library Services to People with Special Needs Section (9)**

The Section for Library Services to People with Special Needs Section is concerned with library and information services to all those groups within the community who for whatever reason are unable to make use of conventional library services. These groups include people in hospitals and prisons, the elderly in nursing homes and care facilities, the house-bound, the deaf and the physically and developmentally disabled. This Section provides an international forum for the discussion of ideas, sharing of experiences and development of projects designed to promote and improve the effectiveness of library and information services to such groups, and the promotion of national and international cooperation at all levels.

**Chair/Treasurer:** Tone Eli Moseid, Director, ABM-Utvikling, Box 8145 DEP, N-0033 OSLO, Norway; Tel. +(47)23117500; Fax +(47)23117501; Email: [tone.moseid@abm-utvikling.no](mailto:tone.moseid@abm-utvikling.no)

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#### **2007-2011**

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#### **2009-2013**

Marie-Noëlle Andissac, France  
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Camille Dégez, France  
Ramatoulaye Fofana Sevestre, France (2<sup>nd</sup> term)  
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## Division III - Library Services

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### ***Corresponding Members:***

Joanne Locke, Canada  
Gyda Skat Nielsen, Denmark  
Misako Nomura, Japan

### **Literacy and Reading Section (33)**

The Section provides a focal point for the promotion of reading and literacy in libraries; and the integration of reading research and reading development activities into library services for all citizens. It covers issues such as increasing the social awareness of the significance of reading and general literacy; functional literacy in various cultural settings; reader development; illiteracy in different milieus; teaching the encouragement of reading among young people and adults; readers' skills and reading habits; and the interaction of audiovisual media and reading in the new electronic environment.

***Chair:*** Ivanka Stricevic, Assistant Professor, University of Zadar, The Lis Department, Ulica Dr. Franje Tudjmana 24 i, 23000 ZADAR, Croatia; Tel. +(385)(23)311540; Fax +(385)(23)311540; Email: ivanka.stricevic@zg.t-com.hr

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Gayner Eyre, United Kingdom  
Samia Kamarti, Tunisia  
Marina Novikova, Russian Federation  
Rob Sarjant, United Kingdom

#### **2009-2013**

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Ray Doiron, Canada  
Lesley S.J. Farmer, United States  
Leikny H. Indergaard, Norway (2<sup>nd</sup> term)  
Marian Koren, Netherlands  
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John Y. Cole, United States  
Mariétou Diongue Diop, Senegal  
Lisa Krolak, Germany  
Thomas Quigley, Canada  
Siti Aishah Sheikh Kadir, Malaysia

## Division III - Library Services

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### Reference and Information Services Section (36)

The Reference and Information Services Section will address all aspects of reference work, in all types of libraries, in all regions of the world. Current interests encompass the new electronic environment and the resulting changes in reference work, the future role of reference work, and the quality of reference services.

Future investigation, discussion, and programming will focus on:

- User-centered reference services
- Organization and staffing of reference services
- Ethics and the provision of high quality service
- The impact of the digital environment on reference services
- Reference collections in a digital world
- Continuing education of reference librarians
- Marketing/Visibility of library reference services
- Providing a forum for information on the nature of reference work in different parts of the world

**Chair/Treasurer:** Marty Kesselman, Life Sciences Librarian, Rutgers University, State University of New Jersey, Chang Science Library, Foran Hall, 59 Dudley Road, NEW BRUNSWICK, New Jersey 08901-8520, United States; Tel. +(1)(732)9320305x163; Fax +(1)(732)9320311; Email: martyk@rci.rutgers.edu

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#### **2009-2013**

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Morongwa Modiba, South Africa  
Elena D. Zhabko, Russian Federation

## Division III - Library Services

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Maurizio Zani, Italy  
Yongheng Zhong, China

**Corresponding Member:**  
Marta Terry, Cuba

### **(Universal MARC) UNIMARC Core Activity (UCA)**

The purpose of UCA is to coordinate activities aimed at the development, maintenance and promotion of the UNIMARC format, now a set of four formats - Bibliographic, Authorities, Classification and Holdings - and related documentation, through the Permanent UNIMARC Committee (PUC). For a brief overview of the history, aims and general structure of UNIMARC see *UNIMARC: an introduction. Understanding the UNIMARC format* URL: <http://archive.ifla.org/VI/3/p1996-1/unimarc.htm>

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**Permanent UNIMARC Committee (PUC) - Chair:** Alan Hopkinson (UK), **Vice-Chair:** Jay Weitz (USA), **Members:** Rosa Galvão (Portugal); Cristina Magliano (Italy), Olga Zhlobinskaya (Russia), Ioanna Demopoulous (Greece), Agnès Manneheut (France), Liuba Buckien (Lithuania); Honorary member and special consultant: Mirna Willer (Croatia).

### **IFLA-CDNL Alliance for Digital Strategies (ICADS)**

ICADS is a joint alliance of IFLA and the Conference of Directors of National Libraries (CDNL) that was established in 2008. The focus of the ICADS alliance is strategic and state-of-the-art digital library developments at national libraries. Through a web directory of projects that resides within the framework of PADI, the alliance provides the international library community with current information, documentation and links to a wide variety of information about innovative digital projects in which partners are involved.

There are 3 broad themes within the ICADS focus. Under each of these themes, there are a number of topics which reflect the main areas ICADS partners are currently working in. The ICADS topics (listed under corresponding theme) are:

#### *Creating and building digital collections:*

- Digitisation
- Web Archiving
- Digital Archiving-legal deposit, collaborative and commercial models

#### *Managing digital collections:*

- Digital ingest and storage
- Digital preservation

#### *Accessing digital collections:*

- Digital resource discovery
- Digital rights management

**Advisory Board - Chair:** Caroline Brazier (UK). **Members:** Maria Inez Cordeiro (Portugal), Hans Jansen (Netherlands), Pam Gatenby (Australia), Renate Gömpel (Germany), Sally McCallum (USA), Patrice Landry (Switzerland, GB representative)

## Division III - Library Services

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## Division IV - Support of the Profession

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### Division IV – Support of the Profession

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**Secretary:** Colleen Cook, Dean, Texas A & M University Libraries, COLLEGE STATION, TX 77843-5000, MS 5000, United States, Tel.+(1)(979)8458111; Email: ccook@tamu.edu

### Continuing Professional Development and Workplace Learning Section (43)

The CPDWL Section embraces all aspects of professional development and learning in the workplace in the period post-qualification to the end of a career. New developments and trends in information and communication technology, higher expectations of users, requirements of employers and managers of libraries and information service organisations and competition from information professionals in the broader information industry emphasize the imperative for associations and institutions to be 'learning organisations' and develop their staff by providing opportunities for continuing professional development and training in the workplace; and for individuals to be responsible for their own career planning and development. Our membership engages institutions, organisations and individuals in a community of practice which supports practical and research-related activities within our area of subject expertise. The Section also brings together those who are interested in and responsible for the quality improvement of systems for delivering continuing professional development and workplace learning programs.

**Chair/Treasurer:** Susan Schnuer, Associate Director, University of Illinois at Urbana-Champaign, Mortenson Center-Undergraduate Library, 1402 W. Gregory Drive, Room 142, URBANA, Illinois 61801, United States; Tel. +(1)(217)3330031; Fax +(1)(217)2650990; Email: schnuer@illinois.edu

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### Standing Committee members:

#### 2007-2011

Bau-Mei Cheng, China  
Monica Ertel, United States  
Li-hung Huang, China  
Ulrike Lang, Germany  
Michel Netzer, France  
Richard Sayers, Australia

#### 2009-2013

Linda Ashcroft, United Kingdom (2<sup>nd</sup> term)  
Mary L. Chute, United States (2<sup>nd</sup> term)  
Matilde Fontanin, Italy  
Arne Gundersen, Norway  
Roisin Gwyer, United Kingdom (2<sup>nd</sup> term)  
Anne Lehto, Finland  
Irma Pasanen, Finland  
Sylvia Piggott, Canada (2<sup>nd</sup> term)  
Mary-Jo Romaniuk, Canada  
Susan Schnuer, United States (2<sup>nd</sup> term)

## Division IV - Support of the Profession

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### **Education and Training Section (23)**

The Section focuses on education and training for library and information science professionals based on research and professional practice. It serves library and information science educators, practitioners and managers with training responsibilities. Appropriately educated, adequately trained, continually learning professionals are a requirement for effective and efficient information services. Education and training for library and information services concerns all IFLA's Divisions and requires cooperation with them and other international and inter-regional associations which have a related mission. Of special interest to the Section is the state of library and information science education and training in developing countries.

**Chair:** Anna-Maria Tammaro, Professor, Researcher, University of Parma, Via Montebeni 9, I-50014 FIESOLE (FI), Italy; Tel. +(39)(055)697585; Fax +(39)(055)902365; Email: annamaria.tammaro@unipr.it

**Secretary/Treasurer:** Petra Hauke, Lecturer, PhD Librarian, Institute for Library Science at Humboldt University, Hochkalterweg 3a, D-12107 BERLIN, Germany; Tel+(49)(30)7415903; Fax+(49)(30)74070216; Email: petra.hauke@buchprojekte.com

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Jacqueline Dussolin-Faure, Reunion (2<sup>nd</sup> term)  
Gillian Hallam, Australia  
Charles B Lowry, United States  
Patricia G. Oyler, United States  
Richard Papik, Czech Republic  
Kerry Smith, Australia  
Anna Maria Tammaro, Italy (2<sup>nd</sup> term)

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Barbara I. Dewey, United States (2<sup>nd</sup> term)  
S.B. Ghosh, India (2<sup>nd</sup> term)  
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Mai Põldaas, Estonia  
Barbara Stein Martin, United States  
Cristóbal Urbano, Spain (2<sup>nd</sup> term)  
Maria Witt, France

### ***Corresponding Members:***

Alexander Dimchev, Bulgaria  
Chihfeng P. Lin, China  
Aleksandra Vranes, Serbia and Montenegro

### **E-Learning Special Interest Group (2009-2012)**

E-learning is a significant feature of education and training for librarianship and information science. Intranets are being used to support 'regular' students on and off campus, while the Web is becoming an increasingly common medium for supporting distance learning. The Internet currently provides distance learning opportunities ranging from short 'refresher' courses and introductions to new aspects of professional practice, through to programmes that lead to both initial and advanced qualifications in the field.

## Division IV - Support of the Profession

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E-learning also impacts library services in terms of their provision of learning resources and information literacy and reference services to support communities of users that are increasingly networked, creating increasing pressure for electronic services.

The E-learning Special Interest Group aims to provide a timely forum for discussion of opportunities and issues related to the provision of e-learning for libraries and librarians.

**Convenor:** Gillian Hallam, Division of Technology, Information and Learning Support, Queensland University of Technology, GPO Box 2434, BRISBANE Qld 4001, Australia; Tel: +(61)(7)3138 8263, Email: g.hallam@qut.edu.au

### Library Buildings and Equipment Section (20)

The Section considers all matters concerning the design and construction for all types of libraries in all parts of the world, and their furnishing and equipment. The Section aims to collect and disseminate knowledge about buildings and equipment in order to increase this knowledge among librarians. It also aims to establish better contacts between librarians and architects by creating the conditions under which it will be possible for each of them to understand the other's language, by promoting an exchange of experiences between librarians and architects.

**Chair/Treasurer:** Karen Latimer, A & FS/FBS Librarian, The Library at Queens, Queens University, BELFAST BT7 ILS, United Kingdom; Tel. +(44)(28)90973487; Fax +(44)(28)90973487; Email: k.latimer@qub.ac.uk

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Olaf Eigenbrodt, Germany  
Karen Latimer, United Kingdom (2<sup>nd</sup> term)  
Perry Moree, Netherlands  
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Dorothea Sommer, Germany  
Cécile Swiatek-Cassafieres, France  
Sadao Uematsu, Japan  
Jianzhong Wu, China

#### **2009-2013**

Stefan Clevström, Sweden  
Ingvild Monsen, Norway (2<sup>nd</sup> term)  
Santi Romero Garuz, Spain (2<sup>nd</sup> term)  
Kjartan Vevle, Norway (2<sup>nd</sup> term)

### *Corresponding Members:*

Ida Blaskovicová, Slovakia  
Sarah T. Escobar Carballal, Cuba  
Li Minghua, China  
Dong Xu-guang, China

## Division IV - Support of the Profession

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### **Library Theory and Research Section (24)**

This Section concerns itself with the continuing development of library and information science through theoretical and applied research in all aspects of the discipline. The Section promotes the importance of investigation and research activities within IFLA's programme, upholds scientific integrity in research and development activities, supports the design and investigation of research projects and the reporting and publication of research results within the library and information science community worldwide.

**Chair:** Terry Weech, Associate Professor, University of Illinois at Urbana- Champaign, 501 East Daniel Street, CHAMPAIGN, IL 61820, United States; Tel. +(1)(217)3330646, Fax +(1)(217)2443302, Email: weech@illinois.edu

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Genieva Ekaterina, Russian Federation  
Irina Gayshun, Russian Federation  
Lars Höglund, Sweden  
Helen Partridge, Australia  
Michael Seadle, Germany  
Terry L. Weech, United States

#### **2009-2013**

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Yasuyo Inoue, Japan  
Chu Jingli, China (2<sup>nd</sup> term)  
Peter J. Lor, United States  
Marydee Ojala, United States (2<sup>nd</sup> term)  
Ji Hye Song, Korea, Republic of (2<sup>nd</sup> term)

### **Corresponding Members:**

Wallace Koehler, United States  
Suzana P.M. Mueller, Brazil  
J.B. Ojiambo, Kenya  
Gui Yuan- Peng, China

### **Library History Special Interest Group (2009-2012)**

This Special Interest Group is the continuation (as of 2009) of the former Library History Section. It aims to be the means within IFLA by which professionals specializing in all fields of librarianship can be made aware of the importance of an understanding of the past and of the profession's theoretical foundations to the successful provision of library services in the present and future. In particular, the SIG concentrates on universal and broad themes of library history, regional or international or local experience of general significance.

**Convenor:** Hermina Anghelescu, Associate Professor, Wayne State University, 106 Kresge Library, DETROIT, MI 48202, United States, USA, Tel. +(1)(313)5779883; Fax (1)(313)5777563, Email: ag7662@wayne.edu



## Division IV - Support of the Profession

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### Management of Library Associations Section (40)

Within IFLA, the Section on Management of Library Associations advocates for the interests, aspirations and concerns of the library associations that are represented among IFLA members. There is a continuum of resources available to library associations: some have paid staff and others are run by volunteers, both possessing a wide range of experience and expertise. The Section addresses the needs and promotes interests of all types and sizes of library associations and brings together staff and elected leaders and representatives of these associations to:

- foster and improve leadership skills;
- share experiences;
- develop useful publications and to offer workshops, seminars and programmes that address their needs and interests;
- support IFLA's Core Programmes;
- advocate within IFLA for the promotion and development of effective library and library association practices worldwide.

**Chair:** Janice R. Lachance, Chief Executive Officer, Special Libraries Association, 331 South Patrick Street, ALEXANDRIA, Virginia, United States 22314-3501; Tel. +(1)(703)6474933; Fax +(1)(703)6474901; Email: [janice@sla.org](mailto:janice@sla.org)

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Keith Michael Fiels, United States (2<sup>nd</sup> term)  
Rosemary Wairimu Gitachu, Kenya  
Pedro Hipola, Spain  
Régine Horinstein, Canada  
Sue Hutley, Australia  
Janice R Lachance, United States  
Kelly Moore, Canada  
Hellen Niegaard, Denmark  
Tamina Noddy, Papua New Guinea

Alicia Ocaso Ferreira, Uruguay (2<sup>nd</sup> term)  
Piyadasa Ranasinghe, Sri Lanka  
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Marcello Sardelli, Italy  
Aliya Sarsembinova, Kazakhstan  
Barbara Schleihagen, Germany  
Emilce Noemi Sena Correa, Paraguay  
Maya Shaparneva, Russian Federation  
Sinikka Sipilä, Finland (2<sup>nd</sup> term)  
Silvia Stasselová, Slovakia

### **New Professionals Special Interest Group (2009-2012)**

The “New Professionals” are representing a new generation of LIS students and recently qualified professionals. Nowadays, especially New Professionals are facing various challenges when entering the profession. Amongst others, the spectrum of issues covers the internationalization of careers and new skills required as well as the generational shift at work, changing job profiles and workplace environments. The New Professionals Special Interest Group aims to **provide a forum within IFLA** for the discussion of these very important issues. We are also concerned with working with library associations and library decision makers to create effective strategies for developing leaders and to streamline action plans for succession planning and passing on knowledge. It is essential to communicate these topics inside the profession to raise awareness and to help developing the profession. A strong and active community is needed for this purpose. Therefore, the **recruitment and active involvement of New Professionals** in the IFLA network plays an important role within the activities of the NPSIG. As extensive networking and early career contacts in the global LIS community are becoming increasingly important in recent years, the NPSIG wants to **connect New Professionals worldwide** and to whet their appetite for conferences and networking.

**Convenor:** Sebastian Wilke, Student, Humboldt-Universität zu Berlin, Berlin School of Library and Information Science, Dorotheenstr. 26, 10117 BERLIN, Germany, Tel: +49 30 2093-4280; Fax: +49 30 2093-4335, Email: [sebastian.wilke@ibi.hu-berlin.de](mailto:sebastian.wilke@ibi.hu-berlin.de)

### **Women, Information and Libraries Special Interest Group (2010-2012)**

Women play a crucial role in realising basic human rights for all and in achieving the Millennium Development Goals (MDG's). Meeting the information needs of women is a major contribution of the library field to global development. This Group focuses on women as users of library and information services, as workers in the library field, and as providers of information. The overarching strategic framework is formed by the UN treaties, programs and initiatives related to women and information to create a fruitful link between IFLA and relevant international organisations.

**Convenor:** Maria Coterá, University College London Library Services, Gower Street, LONDON WC1E 6BT, United Kingdom, Tel.: +(44)(20)7679 2302; Fax: +(44)(20)7679 7373, E-mail: [m.cotera@ucl.ac.uk](mailto:m.cotera@ucl.ac.uk)

### **Management and Marketing Section (34)**

The Section was formed as the Round Table on Management. A growing interest in marketing resulted in the IFLA Professional Board establishing a new Section on Management and Marketing in 1997. The interest in the Section was evident when over 70 members joined at the start of 1998. New members are always welcome, and encouraged to participate in the work of the Section whether or not they are able to attend the IFLA conferences. Much of the work of the Section is done by e-mail in addition to postal services. One example of this active participation using e-mail has been the production of annual reviews of the management literature by members.

**Chair/Treasurer:** Raymond Berard, Chief Executive Officer, ABES, 227 Avenue du Prof. Jean-Louis Viala, BP 84308, 34193 MONTPELLIER Cedex 5, France; Tel. +(33)(4)67548422; Fax +(33)(4)67548414; Email: [berard@abes.fr](mailto:berard@abes.fr)

## Division IV - Support of the Profession

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### 2007-2011

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Trine Kolderup Flaten, Norway (2<sup>nd</sup> term)  
Christine M Koontz, United States  
Päivi Kytömäki, Finland  
Lena Olsson, Sweden  
Hannelore B Rader, United States  
Réjean Savard, Canada  
Grace Saw, Australia  
Steffen Wawra, Germany (2<sup>nd</sup> term)  
Ruth Wuest, Switzerland  
Ludmila Zaytseva, Russian Federation

### 2009-2013

Judith Broady-Preston, United Kingdom  
Chao Chen, China  
Borge Hofset, Norway (2<sup>nd</sup> term)  
Agneta Holmenmark, Sweden  
Madeleine Lefebvre, Canada (2<sup>nd</sup> term)  
Angels Massísimo i Sanchez de Boado, Spain (2<sup>nd</sup> term)

### Corresponding Members

Fummi Akhigbe, Nigeria  
Selma Aslan, Turkey  
Lourdes Feria, Mexico  
Luis Herrera, Argentina

## Statistics and Evaluation Section (22)

The Section aims to promote the compilation and use of statistics both in the successful management and operation of libraries and in the demonstration of the value of libraries outside the profession. It is concerned with the definition, standardization, collection, analysis, interpretation, publication and use of statistical data from all types of library and information service activity - including statistics of technically innovative services. Case studies of good practice and international benchmark comparisons are within its scope as is collaboration with international agencies such as UNESCO and ISO.

**Chair:** Colleen Cook, Dean, Texas A & M University Libraries, COLLEGE STATION, TX 77843-5000, MS 5000, United States, Tel. +(1)(979)8458111; Fax +(1)(979)8456238; Email: ccook@tamu.edu

**Secretary/Treasurer:** Ulla Wimmer, Coordinator Expertise Network for Libraries, German Library Association, Strasse des 17 Juni 114; 10625 BERLIN; Tel. +(49)(30)644989915; Fax +(49)(30)644989929; Email: wimmer@bibliotheksverband.de

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## Division IV - Support of the Profession

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Sue Henczel, Australia (2<sup>nd</sup> term)  
Tord Høivik, Norway  
Markku A. Laitinen, Finland  
Elisabeth Lemau, France (2<sup>nd</sup> term)  
Christine Lindmark, Sweden

#### **2009-2013**

Maria Cassella, Italy  
Wanda Dole, United States  
Michele Farrell, United States (2<sup>nd</sup> term)  
Antoni Feliu, Spain  
Vesna Injac, Republic of Serbia  
Svetlana Menshikova, Russian Federation  
Sebastian Mundt, Germany  
Natalia Verbina, Russian Federation (2<sup>nd</sup> term)  
Frankie Wilson, United Kingdom  
Ulla Wimmer, Germany  
Hongxia Zhang, China

### *Corresponding Members:*

Ludmila F. Kozlova, Russian Federation  
Isabel Portales, Cuba

### **E-Metrics Special Interest Group (2009-2012)**

E-metrics encompasses the strategies and processes for the gathering, processing and reporting of statistics and performance measures to describe the use, users and uses of electronic and networked information services and resources.

**Convenor:** Sue Henczel, Manager, Community Engagement and Development, Geelong Regional Library Corporation, 30 Brougham Street, GEE LONG Victoria 3220, Australia; Tel. +(61)(3)52726027, Email: ocean101@optusnet.com.au

### **Copyright and other Legal Matters Core Activity (CLM)**

CLM was created to advise IFLA and represents the voice of the international library community in copyright and intellectual property concerns. CLM is also active in issues relating to:

- Disputed claims of ownership of library materials
- Economic and trade barriers to the acquisition and use of library resources and effective library services
- Subscription and license agreements
- A wide range of other legal matters of international significance to libraries and librarianship

**Chair:** Winston Tabb (2009-2011)\*, Sheridan Dean of University Libraries and Museums and Vice Provost for the Arts, Johns Hopkins University, 3400 N. Charles Street, BALTIMORE, Md 21218-2683, United States; Tel. +(1)(410)5168328; Fax +(1)(410)5165080, Email: wtabb@jhu.edu

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## Division IV - Support of the Profession

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(Cuba), Sophie Sepetjan (France), Jianxiong Zhai (China); **2009-2013:** Olivier Charbonneau (Canada), Mariana Harjevschi (Moldova, Republic of), Shirley Chiu Wing Leung Wong (China)\*, Denise Rosemary Nicholson (South Africa)\*, Janice T. Pilch (United States)\*, Esperanza Ruiz De Velasco (Spain), Armin Talke (Germany), Syun Tutiya (Japan). (\* = *IFLA/CLM Advisory Board*)

**Expert Resource Persons:** Kenneth D. Crews (United States), Harald Mueller (Germany), James G. Neal (United States), Ann Okerson (United States), Victoria Owen (Canada), Barbara Stratton (United Kingdom), Luis Villarroel (Chile), Harald von Hielmcrone (Denmark), Evelyn Woodberry (Australia).

**GB representative:** Paul Whitney (Canada)

Office: IFLA Headquarters

### Free Access to Information and Freedom of Expression Core Activity (FAIFE)

The overall objective of IFLA/FAIFE is to raise awareness of the essential correlation between the library concept and the values of intellectual freedom. To reach this goal IFLA/FAIFE collects and disseminates documentation and aims to stimulate a dialog both within and outside the library world.

FAIFE works to protect intellectual freedom and freedom of expression. This work includes:

- Publish reports, participate in conferences and organize workshops
- Monitor the state of intellectual freedom within the library community world-wide and publish newsletters and online news.
- Respond to violations of free access to information and freedom of expression and make press releases.
- Support IFLA policy development and co-operation with other international human rights organizations.
- FAIFE World Report Series: <http://www.ifla.org/en/faife/world-report>

**Chair:** Kai Ekholm (2009-2011), Director, The National Library of Finland, PO Box 15 (Unioninkatu 36), FI-00014 UNIVERSITY OF HELSINKI, Finland; Tel. +(358)(9)19122721; Fax +(358)(9)19122719, Email: [kai.ekholm@helsinki.fi](mailto:kai.ekholm@helsinki.fi)

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**Expert Resource Person:** Barbara Jones (United States)

**GB Representative:** Buhle Mbambo-Thata (South Africa)

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### Division V – Regions

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**Secretary:** Filiberto Felipe Martinez Arellano, Director University Center for Library Science Research, National Autonomous University of Mexico, Torre II de Humanidades, Piso 12, Ciudad Universitaria, 04510 DF Mexico, Tel. +(52) (55)56230343; Fax +(52) (55)55507461; Email: iflalac@cuib.unam.mx

#### **LIS Education in Developing Countries Special Interest Group (2009-2012)**

Activities of this Special Interest Group include:

- Curriculum development for LIS School in the Developing Countries
- Exchange of expertise and experience
- Design policy and procedures for assessment and accreditation/certification
- Organizing workshops, conferences, seminars etc.
- Promoting R&D activities

**Convenor:** Ismail Abdullahi, North Carolina Central University, School of Library and Information Sciences, 1801 Fayetteville Street, DURHAM, North Carolina 27707, USA; Tel. +(1)(919)5305213; Fax +(1)(919)5306002, Email: iabdullahi@nccu.edu

#### **Africa Section (25)**

The main priorities and objectives of this Section are human resources development, training, capacity building, and incorporation of information technology in all programmes.

**Chair/Treasurer:** Naomi Haasbroek, Head, Library and Information Services, I Themba Labs, P.O.Box 722, SOMERSET WEST 7129, South Africa; Tel. +(27)(21)8431259; Fax +(27)(21)8433525; Email: naomi@tlabs.ac.za

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**Convenor:** Francis T. Kirkwood, Reference Librarian, Library of Parliament, 125 Sparks Street, OTTAWA, Ontario K1A 0A9, Canada, Tel. +(1)(613)9472266; Fax +(1)(613)9921269, E-mail: kirkwf@parl.gc.ca

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The main objectives of the Section are to initiate, promote and facilitate the development of library and information services and the library profession within the five sub-regions of Asia and Oceania: West Asia, South Asia, Southeast Asia, East Asia and Oceania. The Section works in cooperation with the other Regional Sections and all of IFLA's Sections and Core Activities, especially the Action for Development through Libraries Programme.

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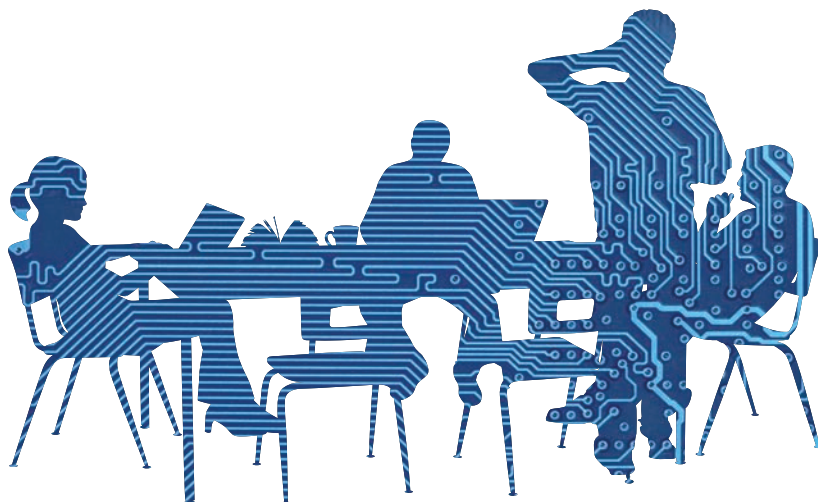
The ALP Programme was launched in 1984 at the IFLA Conference in Nairobi, Kenya. It was hosted at the University of Uppsala until 2009, and moved to IFLA Headquarters following the closure of the ALP Focal Point in 2010. As part of this process and with changes in funding, the ALP approach has been reviewed, with a renewed emphasis on training and closer collaboration with IFLA's core activities, sections and regional/language offices. From 2010 ALP will be the primary vehicle for delivering training based on policy and guidelines developed by IFLA's core activities or sections. The focus for ALP projects is professional priorities for the development of the library and information profession that are linked to IFLA's strategic priorities. There is a preference for projects based on IFLA's training packages and that build sustainability and capability in local library communities in developing countries or emerging economies. IFLA's training packages are customizable, flexible in content and delivery, and adaptable to meet the needs of different projects and countries. ALP places an emphasis on evaluating and reporting on projects, and will utilise an impact assessment framework and other approaches to evaluate the difference ALP funded projects make in library communities. ALP collaborates closely with IFLA's other Core Activities, particularly FAIFE, CLM and PAC, the sections, and regional offices and language centres to utilise the expertise and resources held in these units. It also works with IFLA members, such as national associations, as partners.

**Chair:** Helena Asamoah (Ghana), **Members:** Janice Lachance (United States), Jesús Lau (Mexico), Buhle Mbambo-Thata (South Africa), Winnie Vitzansky (Denmark);

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# IFLA WORLD LIBRARY AND INFORMATION CONGRES

Session	Year	Venue	President	Proceedings
			I.G.A. Collijn 1927-1931	
1	1928	Rome		I
2	1929	Rome, Florence, Venice		I
3	1930	Stockholm		II
4	1931	Cheltenham		III
			W.W. Bishop 1931-1936	
5	1932	Berne		IV
6	1933	Chicago and Avignon		V
7	1934	Madrid		VI
8	1935	Madrid and Barcelona		VII
			M. Godet 1936-1947	
9	1936	Warsaw		VIII
10	1937	Paris		IX
11	1938	Brussels		X
12	1939	The Hague and Amsterdam		XI
			W. Munthe 1947-1951	
13	1947	Oslo		XII
14	1948	London		XIII
15	1949	Basel		XIV
16	1950	London		XV
17	1951	Rome		XVI
			P. Bourgeois 1951-1958	
18	1952	Copenhagen		XVII
19	1953	Vienna		XVIII
20	1954	Zagreb		XIX
21	1955	Brussels		XX
22	1956	Munich		XXI
23	1957	Paris		XXII
24	1958	Madrid		XXIII
			G. Hofmann 1958-1963	
25	1959	Warsaw		XXIV
26	1960	Lund and Malmö		XXV
27	1961	Edinburgh		XXVI
28	1962	Berne		XXVII
29	1963	Sofia		XXVIII

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Session	Year	Venue	President	Proceedings
			Sir Frank Francis 1963-1969	
30	1964	Rome		XXIX
		<i>Index Cumulatif/Cumulative Index, 1928-1964</i>		XXX
31	1965	Helsinki		XXXI
32	1966	The Hague		
		<i>Libraries and Documentation</i>		XXXII
33	1967	Toronto		
		<i>Library Service for a Nation Covering a Large Geographical Area</i>		XXXIII
34	1968	Frankfurt am Main		
		<i>Books and Libraries in and Industrial Society</i>		XXXIV
35	1969	Copenhagen		<b>IFLA Annual</b>
		<i>Library Education and Research in Librarianship</i>		1969
			H. Liebaers 1969-1974	
36	1970	Moscow		
		<i>Lenin and Libraries</i>		1970
37	1971	Liverpool		
		<i>The Organization of the Library Profession</i>		1971
38	1972	Budapest		
		<i>Reading in a Changing World</i>		1972
39	1973	Grenoble		
		<i>Universal Bibliographic Control</i>		1973
40	1974	Washington		
		<i>National and International Library Planning</i>		1974
			P. Kirkegaard 1974-1979	
41	1975	Oslo		
		<i>The Future of International Library Cooperation</i>		1975
42	1976	Lausanne		
		<i>IFLA</i>		1976
43	1977	Brussels		
		<i>Libraries for All: One World of Information, Culture and Learning</i>		1977
44	1978	Strbské Pleso		
		<i>Universal Availability of Publications</i>		1978
45	1979	Copenhagen		
		<i>Library Legislation</i>		1979
			E. Granheim 1979-1985	
46	1980	Manila		
		<i>Development of Libraries and Information Systems</i>		1980
47	1981	Leipzig		
		<i>The Role of National Centres in National Library Development and in International Library Cooperation</i>		1981
48	1982	Montreal		
		<i>Networks</i>		1982

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Session	Year	Venue	President	Proceedings
49	1983	Munich		
		<i>Libraries in a Technical World</i>		1983
50	1984	Nairobi		
		<i>Basis of Information Services for National Development</i>		1984
51	1985	Chicago		
		<i>Libraries and the Universal Availability of Information</i>		1985
			H.-P. Geh 1985-1991	
52	1986	Tokyo		
		<i>New Horizons of Librarianship towards the 21st Century</i>		1986
53	1987	Brighton		
		<i>Libraries and Information Services in a Changing World</i>		1987
54	1988	Sydney		
		<i>Living together: People, Libraries, Information</i>		1988
55	1989	Paris		
		<i>Les Bibliothèques et l'information dans l'économie hier, aujourd'hui et demain</i>		1989
56	1990	Stockholm		
		<i>Libraries: Information for Knowledge</i>		1990
57	1991	Moscow		
		<i>Libraries and Culture: Their Relationship</i>		1991
			R. Wedgeworth 1991-1997	
58	1992	New Delhi		
		<i>Library and Information Policy Perspectives</i>		1992
59	1993	Barcelona		
		<i>The Universal Library: Libraries as Centres for the Global Availability of Information</i>		1993
60	1994	Cuba		
		<i>Libraries and Social Development</i>		1994
61	1995	Turkey		
		<i>Libraries of the Future</i>		1995*
62	1996	Beijing		
		<i>The Challenge of Change</i>		
63	1997	Copenhagen		
		<i>Libraries and Information for Human Development</i>		
			C. Deschamps 1997-2003	
64	1998	Amsterdam		
		<i>On Crossroads of Information and Culture</i>		
65	1999	Bangkok		
		<i>On the Threshold of a New Century: Libraries as Gateways to an Enlightened World</i>		
66	2000	Jerusalem, Israel		
		<i>Information for Cooperation: Creating the Global Library of the Future</i>		
67	2001	Boston, Massachusetts, USA		
		<i>Libraries and Librarians: Making a Difference in the Knowledge Age</i>		

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68	2002	Glasgow/Edinburgh, Scotland, United Kingdom <i>Libraries for Life: Democracy, Diversity, Delivery</i>		
69	2003	Berlin, Germany <i>Access Point Library: Media - Information – Culture</i>	H.K. Raseroka 2003-2005	
70	2004	Buenos Aires, Argentina <i>Libraries as Tools for Education and Development</i>		
71	2005	Oslo, Norway <i>Libraries - A voyage of discovery</i>	Alex Byrne 2005-2007	
72	2006	Seoul, Korea <i>Libraries: Dynamic Engines for the Knowledge and Information Society</i>		
73	2007	Durban, South Africa <i>Libraries for the future: Progress, Development and Partnerships</i>		
74	2008	Québec, Canada <i>Libraries without borders: Navigating towards global understanding</i>	Claudia Lux 2007-2009	
75	2009	Milan, Italy <i>Libraries create futures: building on cultural heritage</i>		

## Future Conferences

			Ellen Tise 2009-2011	
76	2010	Gothenburg, Sweden <i>Open access to knowledge – promoting sustainable progress</i>		
77	2011	San Juan, Puerto Rico <i>Libraries beyond libraries: Integration, Innovation and Information for all</i>		
78	2012	Helsinki, Finland <i>Libraries Now! - Inspiring, Surprising, Empowering</i>		

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**ANNEX I:**  
**STATUTES & RULES OF PROCEDURE**





## IFLA Statutes

The Statutes were adopted at the IFLA Council meeting in Québec City, Canada, 14 August 2008.

The text of these IFLA Statutes has been translated into Dutch, and the notarial deed of the amendment of the Statutes of IFLA shall be executed in the Dutch language, to comply with Dutch law. Inevitably, differences may occur in translating this text into Dutch, and if so, the Dutch text will by law prevail. On 20 October 2008, the notarial deed has been signed and following the statutes have been registered with the Chamber of Commerce in The Hague.

### Article 1 NAME AND DOMICILE

- 1.1 The name of the federation with full legal capacity (“*vereniging met volledige rechtsbevoegdheid*”) is The International Federation of Library Associations and Institutions. It is referred to throughout these Statutes as “the Federation”.
- 1.2 The acronym by which the Federation is known is: IFLA.
- 1.3 The Federation has its headquarters in The Hague, the Netherlands.
- 1.4 The Federation is incorporated in accordance with the laws of the Netherlands.

### Article 2 PURPOSE

- 2.1 The Federation is an independent, international, non-governmental, not-for-profit organization, which advances the interests of library and information associations, libraries and information services, librarians and the communities they serve throughout the world.
- 2.2 To achieve its purpose, the Federation seeks:
  - 2.2.1 to promote high standards of delivery of library and information services and professional practice, as well as the accessibility, protection, and preservation of documentary cultural heritage. This is done through the enhancement of professional education, the development of professional standards, the dissemination of best practice and the advancement of relevant scientific and professional knowledge;
  - 2.2.2 to encourage widespread understanding of the value and importance of high quality library and information services in the public, private and voluntary sectors;
  - 2.2.3 to represent the interests of its Members throughout the world.

- 2.3 In pursuing its purpose, the Federation shall seek to demonstrate the following core values:
- 2.3.1 the endorsement of the principles of freedom of access to information, ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights;
  - 2.3.2 the belief that people, communities and organizations need universal and equitable access to information, ideas and works of imagination for their social, educational, cultural, democratic and economic well-being;
  - 2.3.3 the conviction that delivery of high quality library and information services helps guarantee that access;
  - 2.3.4 the commitment to enable all Members of the Federation to engage in, and benefit from, its activities without regard to citizenship, disability, ethnic origin, gender, geographical location, language, political philosophy, race or religion.
- 2.4 As an international professional organization, the Federation shall not participate or intervene in any way, including the publication or distribution of statements, in political campaigns on behalf of, or in opposition to, any candidate for public office.

### **Article 3 FINANCIAL YEAR**

- 3.1 The financial year of the Federation is the calendar year from 1 January to 31 December in each year.

### **Article 4 MEMBERSHIP**

- 4.1 The Governing Board shall admit the members of the Federation, who are referred to throughout these Statutes as “Members”. Members may only be associations, institutions and individuals as mentioned in Articles 4.2, 4.3, 4.4, 4.5 and 4.6, that endorse the purposes of the Federation and undertake to comply with these Statutes.
- 4.2 National Association Members
- 4.2.1 National Associations of librarians and information professionals and associations of other organizations concerned with the delivery of information services, whose memberships are national in character and whose purposes are in accordance with those of the Federation may be admitted as National Association Members.
  - 4.2.2 In countries where there is no library and information association, but where the interests of the library and information community are represented by a single body, this body may be admitted as a National Association Member.

#### 4.3 International Association Members

- 4.3.1 International associations of librarians, libraries and library and information services whose purposes are in accordance with those of the Federation may be admitted as International Association Members.

#### 4.4 Other Association Members

- 4.4.1 Associations of librarians and information professionals whose purposes are in accordance with those of the Federation but whose geographical remit is less than that of an independent state may be admitted as Other Association Members.

#### 4.5 Institutional Members

- 4.5.1 Libraries and information services in the public, private and voluntary sectors, departments of library and information studies and other organizations and agencies whose purposes are in accordance with the purposes of the Federation may be admitted as Institutional Members.

#### 4.6 Honorary Fellows

- 4.6.1 Persons, including former Presidents of the Federation, who have given distinguished service in the profession of library and information service, or who have made an outstanding contribution to the work of the Federation, may be admitted as Honorary Fellows.

#### 4.7 Membership is not transferable.

#### 4.8 The members of Association Members, referred to in Articles 4.2, 4.3 and 4.4, and the employees and associates of Institutional Members shall have the right to participate in the work of the Federation and to serve as members of all the units of the Federation.

#### 4.9 An association or institution that is refused membership does not have the right of appeal to the General Assembly.

### **Article 5 TERMINATION OF MEMBERSHIP; SUSPENSION OF RIGHTS**

#### 5.1 Membership of the Federation may be terminated by decease, dissolution, resignation, exclusion or expulsion.

#### 5.2 A Member may resign at any time by giving written notice to the Secretary General.

- 5.2.1 Unless otherwise determined by the Governing Board, the resignation shall take effect at the end of the financial year.

- 5.2.2 Membership may however be terminated with immediate effect if the Member in question can no longer reasonably be required to remain in membership.

- 5.2.3 A Member may give notice to terminate the membership with immediate effect within one month of having been informed that a resolution has been adopted to change the legal entity or form of the Federation, to merge it with another body, or to split it up.
- 5.2.4 The amendment of financial rights and obligations shall not entitle a Member to give notice to terminate the membership with immediate effect.
- 5.3 The Governing Board may exclude a Member:
  - 5.3.1 if the Member in question ceases to meet the qualifications for membership as laid down in these Statutes;
  - 5.3.2 if the Member in question fails to meet and comply with its obligations in respect of the Federation; or
  - 5.3.3 if the Federation cannot reasonably be required to allow the membership in question to continue.
  - 5.3.4 A simple majority of the votes cast shall be required for the decision to exclude a Member.
- 5.4 The Governing Board may expel a Member if that Member has acted contrary to the Statutes or the Rules of Procedure, or should the Federation have been unreasonably disadvantaged by the Member in question. A two-thirds majority of the votes cast shall be required for the decision to expel a Member.<sup>1</sup>
- 5.5 A Member that has been expelled by decision of the Governing Board shall receive a notice in writing from the Secretary General specifying the grounds upon which the decision was made.
  - 5.5.1 The Member may appeal against the expulsion. Any such appeal shall be made to the Secretary General within one month of receiving the notification of expulsion. The Secretary General shall convey the appeal to a standing Appeals Panel as mentioned in Article 5.5.2. The standing Appeals Panel shall make the final decision on the expulsion. For the period during which any appeal is underway and pending the appeal, the Member in question shall be suspended.
  - 5.5.2 At intervals of no less than three years the Governing Board shall appoint a standing Appeals Panel of Members who are not themselves members of the Governing Board, to hear appeals against expulsion of Members. The Governing Board shall determine Rules of Procedure for the composition and functioning of the standing Appeals Panel.

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<sup>1</sup> Text of 5.4.1 in the version endorsed by the IFLA Council on 14 August 2008 has been incorporated as the last sentence in article 5.4 – as required by Dutch law – both the Dutch and English texts.

- 5.6 A Member that has resigned or been excluded or expelled shall be liable to pay any arrears in fees and the fees for the full financial year in which resignation, exclusion or expulsion takes place, unless the Governing Board determines otherwise.
- 5.7 A Member shall lose any right to any part of the assets of the Federation in the event of the Member's resignation, exclusion or expulsion.
- 5.8 A Member that is in arrears with its financial obligations to the Federation for a period of time as set out in the Rules of Procedure, may be suspended by the Secretary General for the period and under the conditions and restrictions that are set out in the Rules of Procedure.

## **Article 6 AFFILIATE AND CONSULTATIVE STATUS**

- 6.1 The Governing Board may give affiliate status to individuals, institutions and organizations that support the purposes of the Federation and may assess a fee or other conditions as given in the Rules of Procedure.
  - 6.1.1 The Governing Board may withdraw affiliate status if the required fee is in arrears. A simple majority of the votes cast is required for the decision.
  - 6.1.2 The Governing Board may withdraw affiliate status if the affiliate has acted contrary to the Statutes or purposes of the Federation. A two-thirds majority of votes cast shall be required for such a decision.
- 6.2 The Governing Board may give consultative status to international or multinational organizations in allied fields of interest, with which the Federation wishes to establish relationships in order to further the purposes of the Federation.
  - 6.2.1 The Governing Board may withdraw consultative status from an organization if that organization has acted contrary to the Statutes or purposes of the Federation. A two-thirds majority of the votes cast shall be required for such a decision.
- 6.3 Affiliates and organizations with consultative status may participate in the activities of the Federation as specified in the Rules of Procedure.
- 6.4 Affiliates and organizations with consultative status may attend and speak at General Assemblies, but not vote.

## **Article 7 MEMBERSHIP FEES AND FINANCES**

- 7.1 Every Member must pay an annual membership fee in accordance with a schedule of fees determined by the General Assembly.
- 7.2 A Member that has been suspended in accordance with Article 5.8 shall not be entitled to exercise any rights or to receive any of the Federation's services, unless the Governing Board makes an exception.

- 7.3 The Federation may accept donations in monetary or other form for aims that do not conflict with the purposes and values of the Federation.
- 7.4 The income or assets of the Federation shall not be distributed to, or applied to the benefit of, any private person or non-charitable organization other than:
  - 7.4.1 in the conduct of the charitable, scientific or educational activities that are necessary to pursue the purposes of the Federation;
  - 7.4.2 as payment of reasonable compensation for services rendered, including reimbursement of costs incurred;
  - 7.4.3 as payment of the fair market value of property or goods purchased by the Federation.

## **Article 8 GENERAL ASSEMBLY OF MEMBERS**

- 8.1 The General Assembly is the highest governance level of the Federation and has four key functions:
  - 8.1.1 to determine the purposes and values of the Federation;
  - 8.1.2 to approve and amend the Statutes;
  - 8.1.3 to determine the conditions of membership;
  - 8.1.4 to receive and approve the annual financial report and accounts.
- 8.2 Annually, and no later than six months after the close of the Federation's year, unless the General Assembly extends this period by five months at most on the grounds of special circumstances, a General Assembly shall be held, which shall deal with, inter alia, the annual financial report and the annual accounts.
- 8.3 The Governing Board may convene an extraordinary General Assembly to decide upon matters of urgent and extreme importance, on which decisions cannot be delayed until the next ordinary General Assembly.
- 8.4 Upon receiving a written request, signed by at least as many Members as shall be authorized to cast one tenth part of the votes in the General Assembly <sup>2</sup>, the Governing Board shall convene an extraordinary General Assembly. Such an Assembly shall be held no later than four weeks after the date on which the request is received by the Secretariat. The Secretariat shall send convening notices to all Members entitled to attend, together with the agenda, at least two weeks prior to such an Assembly. Should no response have been given to the aforementioned request

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<sup>2</sup> The text of the version endorsed by the IFLA Council on 14 August 2008 has been amended to comply with Dutch legal interpretation. "Required" has been replaced with "authorized" and "of the full membership" has been replaced with "in the General Assembly" in both the Dutch and English texts.

within fourteen days the Members submitting the request may themselves convene a meeting.

## **Article 9 CONVENING OF GENERAL ASSEMBLIES**

- 9.1 The date and place of any General Assembly shall be determined by the Governing Board.
- 9.2 Convening notices, together with the agenda, shall be sent by the Secretariat at least two months prior to the date of the meeting to all Members.
- 9.3 The Governing Board shall – in accordance with Article 8.2 – submit for approval to the annual General Assembly the accounts for the previous financial year, which shall have been audited by a registered accountant.
- 9.4 The Governing Board shall submit to the annual General Assembly a report on the fulfilment of the Federation’s purposes during the previous financial year.
- 9.5 Items that the Members wish to propose for inclusion in the agenda must reach the Secretariat at least three months before the date of the meeting.
- 9.6 The business of the meeting shall normally be limited to those items appearing on the agenda issued with the convening notice for the meeting.
  - 9.6.1 Additional items of an exceptional and urgent character may be added at the discretion of the President or other person who is acting as the chair of the meeting, with the consent of the majority of the Members present or represented.

## **Article 10 ATTENDANCE AT GENERAL ASSEMBLIES**

- 10.1 Each Association Member, referred to in Articles 4.2, 4.3 and 4.4, and each Institutional Member shall be entitled to be represented at any General Assembly by one or more representatives. One such person shall be designated by the Member to exercise the right to vote.
- 10.2 Honorary fellows are entitled to be present and have the right to vote.
- 10.3 The Secretary General and officers of all units of the Federation, as determined by the Governing Board, shall be entitled to attend the General Assembly as observers, if they are not otherwise entitled to attend.
- 10.4 Unless otherwise determined by the General Assembly, the Secretary General shall invite the following individuals, associations and organizations to attend as observers or to be represented at General Assemblies
  - 10.4.1 members of the Governing Board if they are not otherwise entitled to attend;



- 10.4.2 individuals or organizations with affiliate status;
- 10.4.3 individuals or organizations with consultative status;
- 10.4.4 other individuals, associations and organizations in accordance with guidelines determined by the Governing Board.

## **Article 11 CONDUCT OF GENERAL ASSEMBLIES**

- 11.1 The President of the Federation shall chair the General Assembly.
  - 11.1.1 In the absence of the President, the President-elect shall chair the General Assembly.
  - 11.1.2 In the absence of the President-elect, the Treasurer or another member of the Governing Board shall chair the General Assembly.
- 11.2 A simple majority of National and International Association Members shall be present or be represented at the General Assembly to constitute a quorum.
  - 11.2.1 If a quorum is not present at a General Assembly, the announced business may be transacted subject to gaining a two-thirds majority of those present.
  - 11.2.2 Such business shall be implemented only if subsequently endorsed by a meeting of the Governing Board, provided that meeting has a quorum.
- 11.3 All Members or their representatives are entitled to speak at the General Assembly.
  - 11.3.1 Observers may speak at the General Assembly at the invitation or with the permission of the Chair.
  - 11.3.2 All speakers must observe the protocol for meetings of the Federation set out in the Rules of Procedure.
- 11.4 The Chair's determination of the result of a vote is binding unless challenged immediately.
  - 11.4.1 If the Chair's determination of the result of a vote is challenged, a new vote shall be taken.
- 11.5 The Secretary General shall be the Secretary for the General Assembly.
  - 11.5.1 The Secretary General shall ensure that a record of the business and decisions will be taken at the meeting and presented for approval to the next General Assembly.

## Article 12 VOTING IN THE GENERAL ASSEMBLY

- 12.1 Each Member shall have a minimum of one vote in the General Assembly and in postal and/or electronic ballots.

12.1.1 The number of votes shall be in accordance with the following formula:

- 12.1.1.1 The votes of National Association Members are determined according to their operating expenditure:

<b>Operating expenditure in Euros</b>	<b>Number of votes</b>
Less than 50.000	10
50.000 to 499.999	20
500.000 to 2.999.999	30
3.000.000 and over	40

- 12.1.1.2 All International Association Members have five votes each.

- 12.1.1.3 Other Association Members have two votes each.

- 12.1.1.4 All other Members, including Honorary Fellows, have one vote each.

12.1.2 Each Member may nominate another Member to exercise proxy votes on the Member's behalf at a General Assembly. Such Members must notify the Secretary General of the appointment of a proxy holder in advance in writing or by electronic communication in accordance with requirements set out in the Rules of Procedure.

- 12.2 Votes in General Assemblies shall be cast in accordance with the provisions in the Statutes and the Rules of Procedure.

12.2.1 Except as otherwise determined in these Statutes, decisions shall be carried by a simple majority of the votes cast, not counting Members not voting and Members who require their abstentions to be noted.

12.2.2 If a motion should receive an equality of votes for and against, the chair of the General Assembly shall have the deciding vote.

- 12.3 The Governing Board may hold postal and/or electronic ballots in accordance with the provisions in the Statutes and the Rules of Procedure to determine the Members' views on issues of importance. The Governing Board shall hold these ballots in any event in case of a proposal for changes to the fees applicable to the various classes of membership, of the amendments of the Statutes and of the dissolution of the Federation.

12.3.1 The outcome of such ballot shall be reported to the Members by post and/or electronic means no later than at the next General Assembly. The General Assembly will take the outcome of such ballot in consideration, when voting on the subject of the ballot.

- 12.4 The allocation of votes as set out above also applies to the election of the President-elect and the ten members of the Governing Board referred to in Art. 13.3.2. In all other matters each Member has one vote.

## **Article 13 THE GOVERNING BOARD**

- 13.1 The Governing Board shall consist of the President, other elected members and co-opted members. Non-Members may also be elected<sup>3</sup> as members of the Governing Board.
- 13.2 The President shall be the President-elect of the previous term of the Governing Board. The President shall serve a single term of two years.
- 13.3 The elected members shall be:
- 13.3.1 the President-elect.
    - 13.3.1.1 The President-elect shall be elected by the Members by postal and/or electronic ballot in accordance with the provisions in the Statutes and the Rules of Procedure. The candidate that receives the highest number of votes, shall be elected as President-elect.
    - 13.3.1.2 In the event of a casual vacancy for the office of President-elect, the Treasurer shall temporarily assume the duties of the President-elect. A vacancy shall be declared by the Governing Board for the post of President-elect and a postal and/or electronic ballot shall be held.
    - 13.3.1.3 The President-elect shall succeed the President at the expiry of the President's term, or in the case of a casual vacancy for the office of President, in which case the provision in Art. 13.3.1.2 applies.
  - 13.3.2 ten members.
    - 13.3.2.1 Each member shall be elected by the Members by postal and/or electronic ballot in accordance with the provisions in the Statutes and the Rules of Procedure. The candidates that receive the highest number of votes, shall be elected.
    - 13.3.2.2 In the event of a casual vacancy for an elected member, the Governing Board will make provision as appropriate.
  - 13.3.3 the Chair of the Professional Committee.

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<sup>3</sup> The text of the version endorsed by the IFLA Council on 14 August 2008 has been amended to comply with Dutch legal interpretation. The translation in Dutch of the word 'serve' would not cover the required meaning of this Article and so has been replaced with "elected" in both Dutch and English texts.

- 13.3.3.1 The Chair of the Professional Committee shall be elected by postal and/or electronic ballot by the chairs and secretaries of all the Sections. Those eligible for the position are the outgoing chairs and secretaries of each Division. The candidate that receives the highest number of votes, shall be elected as the Chair of the Professional Committee.
- 13.3.3.2 In the event of a casual vacancy for Chair of the Professional Committee, the Vice-Chair of the Professional Committee shall assume the position for the remainder of the term.
- 13.3.4 the Chair of each Division of the Federation.
  - 13.3.4.1 The Chair of each Division of the Federation shall be elected by postal and/or electronic ballot by the chairs and secretaries of the Sections in the Division. Those eligible for the position are the outgoing chairs and secretaries of the Division. The candidate that receives the highest number of votes, shall be elected as the Chair of that Division.
  - 13.3.4.2 In the event of a casual vacancy, the vacancy shall be filled for the remainder of the term by the unelected candidate who received the highest number of votes in the most recent election of the Chair of that Division.
- 13.3.5 the Chair elected by the members of the professional unit that represents the interests of National Association Members.
- 13.4 Up to three further Governing Board members may be co-opted by the Governing Board to provide expertise or represent interests as determined by the Governing Board.
- 13.5 The term of the Governing Board shall be two years, commencing at the conclusion of the General Assembly that follows the election of the President-elect in accordance with Article 13.3.1.1, and the election of the members in accordance with Article 13.3.2.1 and ending at the conclusion of the General Assembly that follows the next elections.
  - 13.5.1 The members of the Governing Board may stand for re-election or be re-appointed as co-opted members to the extent that they are eligible under Articles 13.3.2 and 13.3.4 through 13.5, but may not serve on the Governing Board more than two consecutive terms in any capacity except as President, President-elect or Chair of the Professional Committee. For the purpose of this Article, a term includes a partial term in cases where members are elected or appointed after the commencement of the term.
  - 13.5.2 The members of the Governing Board who have served two consecutive terms may stand for election again or be re-appointed as co-opted members,

provided their new term does not commence until at least one term after the conclusion of their previous term on the Governing Board.

- 13.6 The Governing Board shall elect from its own membership the Treasurer of the Federation.
- 13.7 The Secretary General shall be the Secretary of the Governing Board but is not a member of the Governing Board.
- 13.8 The members of the Governing Board shall observe the code of ethics determined by the Governing Board and, in particular, declare any conflicts of interest and abstain from consideration of any matters in which they have an interest.
- 13.9 The body that has appointed a member of the Governing Board is allowed to suspend or dismiss that member of the Governing Board if that member has acted contrary to the Statutes or purposes of the Federation. The General Assembly also has this authority.

#### **Article 14 POWERS OF THE BOARD**

- 14.1 The Governing Board is responsible for the governance and financial and professional directions of the Federation.
- 14.2 The Governing Board shall undertake the activities and enterprises that are necessary to pursue the purposes of the Federation. It has authority to resolve to enter into agreements to purchase, dispose of or encumber registered property or to enter into agreements by which the Federation commits itself as surety or joint and several debtor, warrants performance by a third party or undertakes to provide security for a debt of a third party.
- 14.3 Without limiting the generality of Article 14.2, the Governing Board shall:
  - 14.3.1 approve the Rules of Procedure;
  - 14.3.2 designate the categories of officers of the Federation;
  - 14.3.3 determine strategic priorities for the Federation;
  - 14.3.4 adopt an annual budget for the Federation and appoint the auditor for the Federation's financial report;
  - 14.3.5 admit, exclude and expel Members of the Federation;
  - 14.3.6 appoint the Secretary General.
- 14.4 The Governing Board shall be authorized to conclude contracts on behalf of the Federation with the advice of the Secretary General.

- 14.4.1 The Governing Board may delegate the negotiation and signing of such contracts to the Secretary General.
- 14.5 The Governing Board may delegate some of its powers to one or several of its members or to the Secretary General. Such persons shall report to the Governing Board. The powers delegated remain vested in the Governing Board and the delegation may be revoked by it at any time.
- 14.6 The Governing Board shall give a report to the General Assembly as specified in Article 9.4.
- 14.7 Except as otherwise determined in these Statutes, decisions of the Governing Board shall be carried by a simple majority of the votes cast. The meetings of the Governing Board shall be conducted in accordance with the protocol for meetings of the Federation set out in the Rules of Procedure. Each member of the Governing Board shall have one vote. A simple majority of the members shall constitute a quorum.
- 14.8 There shall be an Executive Committee of the Governing Board with executive responsibility delegated by the Governing Board to oversee the direction of the Federation between meetings of the Governing Board within the policies established by the Governing Board.
  - 14.8.1 The Executive Committee shall consist of the President, President-elect, the Treasurer, the Chair of the Professional Committee, and two members of the Governing Board elected every two years by members of the Governing Board from among its elected members. The Secretary General gives advice and acts as Secretary to the Executive Committee.
- 14.9 There shall be a Professional Committee to ensure coordination of the work of all the units within the Federation responsible for professional activities, policies and programmes.
  - 14.9.1 The Professional Committee shall consist of:
    - 14.9.1.1 the Chair of the Professional Committee;
    - 14.9.1.2 the Chair of each Division of the Federation;
    - 14.9.1.3 the President-elect;
    - 14.9.1.4 two other members of the Governing Board, elected by the Governing Board from among its elected members;
    - 14.9.1.5 the Chairs of the Federation's committees relating to freedom of information, copyright, and others as determined in the Rules of Procedure;
    - 14.9.1.6 one additional co-opted member, if appropriate, for specified purposes and limited times.

- 14.9.2 A Vice-Chair shall be elected by the Professional Committee from among its members.

## **Article 15 REPRESENTATION OF THE FEDERATION**

- 15.1 The Governing Board represents the Federation in legal and other formal proceedings.
- 15.1.1 The authority to represent the Federation in legal and other formal proceedings shall also belong to the President and the Treasurer acting jointly.
- 15.1.2 The President and the Treasurer acting jointly may authorize the Secretary General to initiate, pursue or conclude legal or other formal proceedings. Such authorization shall be in writing and shall be revoked in writing.
- 15.2 In matters other than legal and other formal proceedings the President shall act as the chief representative of the Federation and provide it with professional leadership.
- 15.3 In matters other than legal and other formal proceedings, the Federation can additionally be represented by the President-elect, the Secretary General and, as appropriate, any other member of the Governing Board; or by any other Member who has received due authorisation to represent the Federation.
- 15.4 The General Assembly<sup>4</sup> shall determine who shall represent the Federation – in legal and other formal proceedings – should any representative suffer a conflict of interest or otherwise be unable to represent the Federation.
- 15.5 The management of the Federation shall be directed by a chief executive officer who is known as the Secretary General.
- 15.6 The Federation shall indemnify every member of the Governing Board, individually and severally, and hold them harmless against every liability and all claims, judgments, penalties and damages that the Governing Board member may have to bear in relation to a forthcoming, pending or terminated law suit, investigation or other legal procedures of a civil, criminal or administrative nature (“Action”) instituted by a party other than the Federation in relation to actions, including failure to take action, in their capacity as Governing Board members.
- 15.6.1 The Governing Board members shall not be held harmless against claims insofar as the claims relate to personal, monetary or other benefit to which the Governing Board members were not legally entitled or in cases in which a court determines liability of the Governing Board members on the basis of intent or wilful recklessness.
- 15.6.2 The Governing Board members shall not accept liability, personal or on behalf of the Federation, incur costs, nor enter into a settlement in relation to the Action without prior consent of the Governing Board.

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<sup>4</sup> The text of the version endorsed by the IFLA Council on 14 August 2008 has been amended to comply with Dutch law, in particular in the relationship of this article to article 5.1. In 15.4 “Governing Board” has been replaced with “General Assembly” in both the Dutch and English texts.

- 15.6.3 The Governing Board will determine the manner of conducting a defence to a claim or action in consultation with the Governing Board member.

## **Article 16 PROFESSIONAL AND OTHER UNITS**

- 16.1 The Governing Board shall establish, determine the terms of reference and reporting of, and dissolve, professional and other units such as Divisions and Sections of the Federation, and such other groups, committees, offices or other bodies as it decides are necessary for the execution of its duties and the fulfilment of the purposes of the Federation.
- 16.2 The Governing Board shall draw up Rules of Procedure for professional and other units.

## **Article 17 AMENDMENT OF STATUTES**

- 17.1 No amendment of these Statutes may be made other than by a resolution of the General Assembly, convened by a notice stating the intention to amend the Statutes and including the text of the proposals.
- 17.1.1 The notice for convening shall state the intention to amend the Statutes and include the text of the proposals.
- 17.1.2 The notice for convening shall be sent at least three months prior to the date of the meeting to all Members.
- 17.2 Any proposal to amend these Statutes shall be subject to a postal and/or electronic ballot of all the Members of the Federation to determine the Members' views on this subject in accordance with the provisions of Articles 12.3 and 12.3.1.
- 17.2.1 Notice of the ballot shall be given in accordance with the provisions of Articles 17.1.1 and 17.1.2.
- 17.3 The Governing Board may formulate proposals to amend these Statutes, either on its own initiative or in response to a request from Members.
- 17.3.1 If a request to amend these Statutes is submitted to the Governing Board through the Secretary General and is signed by at least as many Members as shall be required to cast one tenth part of the votes of the full membership, the Governing Board shall act upon the request.
- 17.4 The proposal for amendment of the Statutes shall be considered to be carried if a two-thirds majority of the votes cast are in favour of their adoption. If a quorum is not present, the provisions of Articles 11.2.1 and 11.2.2 shall apply.
- 17.5 Amendments to these Statutes only enter into force after they have been recorded in a notarial deed.



17.5.1 Any member of the Governing Board is authorized to appear before the notary to record the amendments to the Statutes.

17.6 The members of the Governing Board are required to deposit a copy of the notarial deed recording the amendments, as well as the amended complete and continuous text of the Statutes, at the register in the office of the Chamber of Commerce in The Hague.

## **Article 18 DISSOLUTION AND SETTLEMENT**

18.1 The Federation may be dissolved by a resolution of the General Assembly. The provisions of Articles 17.1 up to and including 17.4 shall apply as appropriate to such a resolution.

18.2 In the event of dissolution, the proposals for dissolution shall provide that the liquidation surplus shall be applied for the benefit of the common good of library and information associations and service in accordance with the purposes of the Federation and the provisions of Article 7.4.

18.3 The settlement shall be carried out by the Governing Board.

18.4 After dissolution, the Federation shall continue to exist in so far as this is necessary until settlement of its assets. During the settlement the provisions of the Statutes remain in force as far as possible. In documents and announcements issued by the Federation, the words “in liquidation” must be added to its name.

18.5 The settlement shall end on the date on which there are no assets known to the executor of the settlement.

18.6 The accounts and documents of the dissolved Federation will be kept for seven years after the dissolution. The custodian shall be appointed by the executors.

## **Article 19 RULES OF PROCEDURE**

19.1 The Governing Board shall approve Rules of Procedure to provide for the detailed operation of the Federation within the provisions of these Statutes.

19.2 The Rules of Procedure may not contradict these Statutes.

## **Article 20 FINAL ARTICLE**

20.1 All powers and functions that are not assigned to others by these Statutes remain with the General Assembly.

## RULES OF PROCEDURE SEPTEMBER 2009

### Rule 1

#### R1. MEMBERSHIP: STANDING APPEALS PANEL (STATUTES, ART. 5.5)

- R1.1 The Standing Appeals Panel (the Panel) shall consist of three members appointed by the Governing Board. They shall include persons who together have adequate experience in, and understanding of, the governance of IFLA, the interpretation of IFLA's Statutes and the law relating to associations, particularly in the Netherlands.
- R1.2 At the initial appointment of the Panel the Governing Board shall appoint one member of the Panel for a period of one year, one member for two years and one member for three years. Thereafter all members shall be appointed for three years.
- R1.3 Members of the Panel may be reappointed for one additional period of three years.
- R1.4 The member of the Panel appointed for one year shall serve as its Convenor, in the following year the member appointed for two years shall serve as Convenor, followed by the member appointed for three years. Thereafter the members shall each serve as Convenor for one year, in the order of their appointment.
- R1.5 If a Panel member is unable to complete the term, the other members will move up in the rotation and a new member will be appointed for a three-year term.
- R1.6 Within two weeks of receiving notice of an Appeal from a Member as provided for in Statute 5.5.1 the Secretary General shall request the Convener to convene the Panel to consider the Appeal.
- R1.7 If any member of the Panel is not available to consider an Appeal or if it appears possible that a member of the Panel may have a conflict of interest, the Convenor shall in consultation with the President appoint a replacement for the purpose of that Appeal.
- R1.8 The Members of the Panel shall study the Appeal submitted to them and consult with one another. The Panel may call for and consider further information from the Appellant, from the Secretary General or his staff, or from other parties. The members of the Panel are not required to meet, but shall conduct their work by correspondence and/or electronic means of communication.
- R1.9 The Panel may decide to uphold the expulsion, reinstate the Member, or extend the Member's suspension for a period of not more than one month for the purpose of gathering additional information.
- R1.10 The Panel shall within one month of its appointment communicate their decision to the Secretary General. A decision to extend a suspension shall also be communicated within this time-frame, after which the Panel shall communicate their final decision to the Secretary General no later than one further month.
- R1.11 The Secretary General shall communicate the Panel's decision to the Appellant and the Governing Board within two weeks of receipt

## Rule 2

### R2. PAYMENT OF MEMBERSHIP FEES (STATUTES, ART. 5.8; ART. 7.2)

- R2.1 Annual membership fees (including the moneys payable for publications, additional sections or other services to which a Member has subscribed) shall be payable in advance on the 31<sup>st</sup> day of March each year.
- R2.2 The Secretary General shall, on payment of the correct fee in full, send a receipt of payment, which shall serve as both evidence of payment and, where appropriate, authorization to vote.
- R2.3 Members who have not paid their fees in full by 30 June in any year may be suspended by the Secretary General. A suspended Member shall not receive any of the services of the Federation, and shall forfeit the right to vote, until the fees are paid in full.
- R2.4 Members that have not paid their fees by 31 December in any given year shall be excluded by resolution of the Governing Board.
- R2.5 Honorary Fellows retain their membership for life and are not required to pay membership fees.

## Rule 3

### R3. AFFILIATE STATUS (STATUTES, Art. 6)

Affiliation to the Federation shall be available in the following categories of Affiliates:

#### **Institutional Affiliates**

- R3.1 Very small institutions that are unable to sustain institutional membership of the Federation, may be admitted as Institutional Affiliates in the following sub-categories:
  - R3.1.1 School libraries: libraries of schools at the primary and secondary levels
  - R3.1.2 One-person library centres: libraries staffed by a single employee
  - R3.1.3 Institutional sub-units: special or branch libraries that form part of an institution which is itself an Institutional Member of the Federation.
- R3.2 Institutional Affiliates shall pay an annual affiliation fee, the level of which shall be determined by the Governing Board. The Governing Board may set different levels of fees for Institutional Affiliates in developing and developed countries. The minimum level of affiliation fees shall be set at a level which covers the basic costs to the Federation's services to the respective categories, with the proviso that the Governing Board may set fees for new Institutional Affiliates in selected low-income countries at a lower level if the Treasurer so approves. The Governing Board shall publish the scale of Institutional Affiliation fees for the information of Members.
- R3.3 An Institutional Affiliate may:
  - R3.3.1 nominate candidates for the position of President-elect and for elected places on the Governing Board, but may not vote in the elections for these positions;
  - R3.3.2 nominate and vote for candidates for the Standing Committees of Sections;
  - R3.3.3 be represented at meetings of the General Assembly, where its representative may speak but not vote.

#### **Individual affiliates**

- R3.4 Individuals may be admitted as Individual Affiliates in the following sub-categories:

- R3.4.1 **Personal Affiliates:** all individuals other than those included in the sub-category of Student Affiliates
- R3.4.2 **Student Affiliates:** individuals who are able to provide proof of current enrolment in a course of study leading to entry-level professional qualifications in librarianship or information work. Individuals may remain in this sub-category for as long as they can prove appropriate enrolment.
- R3.5 Individual Affiliates shall pay an annual affiliation fee, the level of which shall be determined by the Governing Board. The provisions of Rule 3.2 apply *mutatis mutandis* to Individual Affiliates.
- R3.6 The provisions of Rule 3.3 apply *mutatis mutandis* to Individual Affiliates.
- Admission and loss of Affiliate status**
- R3.7 Admission to Affiliate status shall be subject to a decision of the Secretary General, which shall be reported to the Governing Board for ratification.
- R3.8 An applicant whose application is rejected by the Secretary General may appeal to the Governing Board.
- R3.9 An Affiliate may resign at any time by giving written notice to the Secretary General.
- R3.10 The decision of the Governing Board to withdraw affiliate status is final.

#### Rule 4

##### **R4 CORPORATE PARTNERS (ART 19)**

- R4.1 Companies and other organisations with an interest in library and information services may be recognised as Corporate Partners of the Federation.
- R4.2 The Governing Board may from time to time determine the categories or levels of Corporate Partners, the fees payable by them, and the scale of benefits and privileges applicable to each. These shall be published for the information of Members.
- R4.3 Notwithstanding Rule 3.2 the Secretary General shall be empowered to negotiate additional benefits for Corporate Partners whose contributions to the Federation (whether in cash or in kind) substantially exceed those set out in the scale of fees. The benefits so negotiated shall be approved by the Executive Committee.
- R4.4 A Corporate Partner may be represented at meetings of the General Assembly, where its representative may speak but not vote. Corporate Partners may not nominate candidates for the position of President-elect and for elected places on the Governing Board, and may not vote.

##### **Admission and loss of Corporate Partner status**

- R4.5 The provisions of Rules 3.7 – 3.10 apply *mutatis mutandis* to Corporate Partners

#### Rule 5

##### **R5. CONSULTATIVE STATUS [STATUTES, ART. 6)**

- R5.1 Consultative Status is only open to organisations of which the primary field of operation falls outside librarianship and information work. Organisations that are eligible for membership of the Federation as International Association Members shall not be admitted to Consultative Status.
- R5.2 Admission to Consultative Status is normally on the basis of reciprocity.

- R5.3 Admission to Consultative Status shall be reported to the General Assembly of Members.
- R5.4 An Organisation with Consultative Status may be represented at meetings of the General Assembly, where its representative may speak but not vote.
- R5.5 The provisions of Rules 3.7 to 3.10 above apply *mutatis mutandis* to Organisations with Consultative Status.

#### Rule 6

##### R6. MEMBERSHIP FEES AND FINANCES (ART. 7)

- R6.1 The annual membership fee payable by Members shall be determined by the General Assembly on the advice of the Governing Board.
- R6.2 The General Assembly, on the advice of the Governing Board, may set different levels of fees for Members in developing and developed countries.
- R6.3 The minimum fee for Members shall be set at a level that covers the basic costs of the Federation's services to each category, with the proviso that the Governing Board may propose fees for new Members, or Members in selected low-income countries, at a lower level if the Treasurer so approves. The Governing Board shall publish the scale of membership fees for the information of Members.

#### Rule 7

##### R7. ACCESS TO MEETINGS (ART. 19)

- R7.1 All professional meetings of the Federation and its units are open to all members and registered participants at the annual conference or other conferences at which the meetings are held. Professional meetings may include conference sessions, workshops, training and development activities or other programmes of a professional nature.
- R7.2 Registration requirements and payment of a fee may apply to attendance at congresses or other professional meetings.
- R7.3 Meetings of the Federation's General Assembly are open, subject to the provisions of Rule 7.6, to:
  - R7.3.1 Members of the Federation
  - R7.3.2 Affiliates,
  - R7.3.3 Corporate Partners, and
  - R7.3.4 Bodies with Consultative Status;
 in good standing, and their representatives, and registered participants at the annual congress or other conferences at which the meetings are held. Persons attending meetings of the General Assembly of Members, other than representatives appointed in accordance with Article 10, attend as observers. They should sit in areas designated for observers and may not participate in the discussions unless invited to do so by the Chair.
- R7.4 Meetings of the committees and boards of the Federation's professional units, as provided for in Article 16, are open, subject to the provisions of Rule 7.6, to:
  - R7.4.1 Members of the Federation
  - R7.4.2 Affiliates,
  - R7.4.3 Corporate Partners, and
  - R7.4.4 Bodies with Consultative Status;
 in good standing, and their representatives, and registered participants at the annual conference or other conferences at which the meetings are held.

Persons attending meetings of the committees and boards referred, other than members of those bodies, attend as observers. They should sit in areas designated for observers and may not participate in the discussions unless invited to do so by the Chair.

- R7.5 Meetings of the Governing Board and Professional Committee, which are described in Articles 13 to 14, and other committees established by those bodies are open, subject to the provisions of Rule 7.6, to:
- R7.5.1 Members of the Federation and
- R7.5.2 Affiliates;
- in good standing and their representatives. Persons attending meetings of the Governing Board, Professional Committee and other committees, other than members of those bodies, attend as observers. They should sit in areas designated for observers and may not participate in the discussions unless invited to do so by the Chair.
- R7.6 A meeting, or part thereof, of the bodies referred to in Rules 7.3 to 7.5 may be declared closed by the Chair only for the discussion of:
- R7.6.1 the performance, achievements, qualifications, recognition or remuneration of IFLA staff, IFLA members or other individuals or institutions
- R7.6.2 IFLA positions and statements on controversial matters in cases when it may reasonably be anticipated that the positions articulated by individual participants in the meeting may lead to sanctions being taken against them by their governments or other parties
- R7.6.3 IFLA's negotiation position and strategy in international negotiations
- R7.6.4 IFLA's position and strategy in relation to legal and financial contracts and agreements.
- R7.7 Wherever possible, prior notice that a meeting, or part thereof, of the bodies referred to in Rules 7.3 to 7.5 will be closed should be given in the notice of the meeting.
- R7.8 Observers, except those specifically invited to assist in dealing with the matters to be considered during the closed session, may not be admitted to a meeting declared closed in terms of Rule 7.6.
- R7.9 A meeting closed in terms of Rule 7.6 shall deal only with the matters described in Rules 7.6.1 to 7.6.4.
- R7.10 Minutes or other records of meetings shall be made available to members of the Federation as soon as practicable after their approval, except for records concerning matters of the nature described in Rules 7.6.1 to 7.6.4.

#### Rule 8

#### R8. GENERAL ASSEMBLY OF MEMBERS (ART. 9)

- R8.1 Meetings of the General Assembly shall normally be held during the same time period and in the same place as the Federation's annual World Library and Information Congress (the Congress).
- R8.2 The registration fees for the Congress shall be subject to the approval of the Governing Board.

#### Rule 9

#### R9. CONDUCT OF GENERAL ASSEMBLIES (ART. 11)

- R9.1 The President shall serve as Chair at meetings of the General Assembly. In the absence of the President, the President-elect or the Treasurer of IFLA, in that order of precedence shall serve as Chair. If neither of these officers is able to

- serve, the meeting shall elect a member of the Governing Board to serve as chair for the meeting. The election shall be conducted by the Secretary General.
- R9.2 Speakers shall address the chair. Speakers at meetings of the General Assembly shall not speak for longer than five minutes. They shall not be called to speak again on the same subject until all those who wish to speak have spoken. The chair has the right to curtail discussion in the interest of completing business.
- R9.3 Persons entitled or invited to attend General Assembly meetings in accordance with Article 10 of the Statutes may speak at such meetings.
- R9.4 Observers and other persons are not entitled to vote and may speak only if the chair permits.
- R9.5 To permit the President to enable the efficient and effective conduct of business, rulings by the President are final.
- R9.6 The Executive Committee may appoint someone who is an expert on the rules and methods of the conduct of business by boards and committees to assist the President in determining all matters of procedure for which there is no provision in these Rules.
- R9.7 The Executive Committee may approve the use of a standard guide to meetings procedure to assist the chair of the General Assembly in determining all matters of procedure for which there is no provision in these Rules.
- R9.8 Resolutions which Members wish to propose for inclusion in the agenda in accordance with Article 9.5 must reach the Secretary General three months before the date of the meeting and must be in the format prescribed in Rule 9.11.
- R9.9 Resolutions of an exceptional and urgent character proposed after the deadline specified in Article 9.5 must be submitted to the IFLA office by the due date and time specified by the Executive Committee.
- R9.10 In very exceptional circumstances, the President may accept a resolution from the floor of the General Assembly with the consent of the majority of the Members present or represented. It must, at the same time, be handed over in writing to the Chair.
- R9.11 All resolutions must be proposed and seconded by authorised representatives of Members whose names and affiliations must be included and must clearly express the action recommended to be taken by the Federation.
- R9.12 The Governing Board shall take appropriate action on resolutions passed by the General Assembly.
- R9.13 All resolutions must be brief, clear in intent and legible. Brief additional background or explanation may be attached if necessary. The Executive Committee may seek clarification or rephrasing to ensure that the meaning and intent of a proposed resolution are clear and may nominate a delegate or delegates to assist the proposer to revise a proposed resolution in order to conform with these Rules.
- R9.14 Professional resolutions may be drafted in sessions and meetings held during the World Library and Information Congress. Such resolutions shall not be tabled in the General Assembly, but shall be submitted to the Professional Committee.

#### Rule 10

##### R10. VOTING AT MEETINGS OF THE GENERAL ASSEMBLY (ART. 12 & 13)

- R10.1 Votes in meetings of the General Assembly and in meetings of boards and committees shall normally be taken by a show of hands. If, however, the majority of the meeting so decides, or if the President so rules, voting shall be by secret ballot.
- R10.2 The Secretary General shall ensure that, in meetings of the General Assembly, representatives of Voting Members and the number of votes they hold can be readily identified.
- R10.3 The Secretary General shall take steps to arrange for at least three tellers to be appointed for each meeting of the General Assembly.
- R10.4 The tellers shall count the votes.
- R10.5 Decisions shall be carried by a simple majority of the votes cast.
- R10.6 In the event of an equality of votes, the chair shall have the power to exercise a casting vote.

##### **Ballots to determine Members' views**

- R10.7 Rules 11.10, 11.12, 11.17 and 11.18 shall apply *mutatis mutandis* to Postal ballots conducted in accordance with Statute 12.3

#### Rule 11

##### R11. VOTING IN ELECTIONS (ART. 13)

##### **Nominations**

- R11.1 The Secretary General shall issue to all Members and Affiliates entitled to vote a call for nominations for the post of President-elect and for vacancies on the Governing Board in October of the year before the elections are due to take place, where "vacancies on the Governing Board" refers only to the members elected in accordance with Statute 13.3.2. The election of members elected to the Governing Board in accordance with Statute 13.3.3 and 13.3.4 is dealt with in Rule 15.3 to 15.10 and 17.3 to 17.10.
- R11.2 Nominations must be submitted using the form issued by the Secretary General. Nominations shall be submitted by the announced closing date, which shall be no earlier than four months after the call for nominations. No nominations shall be accepted after the closing date.
- R11.3 Only nominations signed by a competent representative of a Member or by a Personal Affiliate shall be accepted.
- R11.4 In the case of nominations for President-elect, ten nominations by Members or Affiliates in good standing shall be required.
- R11.5 In the case of nominations for elected places on the Governing Board, five nominations by Members or Affiliates in good standing shall be required.
- R11.6 Nominators shall ensure that their candidate is willing to accept the nomination.
- R11.7 The Secretary General will obtain for each valid nomination:
  - R11.7.1 a statement that the nominee accepts the nomination
  - R11.7.2 confirmation that the nominee can carry out the duties of the post and participate in the work of the Governing Board at no cost to the Federation.
  - R11.7.3 a brief summary of the nominee's career, especially as it relates to IFLA
  - R11.7.4 a brief statement, or 'manifesto,' outlining the nominee's aims during the period of office



- R11.7.5 confirmation that the nominee has a working knowledge of at least one of the IFLA languages.
- R11.8 Staff of the Federation shall not be eligible to be nominated for President-elect or for a place on the Governing Board.

**Ballot Papers**

- R11.9 The Secretary General shall prepare ballot papers by listing the names of the candidates in alphabetical order of family name, or preferred name, of the candidate in each category.
- R11.10 Ballot papers shall be sent by post to all Members entitled to vote, allowing at least eight weeks for their dispatch and return. Completed ballot papers may be returned by post or facsimile transmission, or as e-mail attachments, provided that ballot papers returned as e-mail attachments bear the required signatures.

**Voting**

- R11.11 Voters may vote for as many candidates in each category as there are vacancies.
- R11.12 The Secretary General shall arrange for a count of the number of votes cast. A panel of independent scrutineers appointed by the Secretary General shall check the results.
- R11.13 For the post of President-elect, the candidate who receives the highest number of votes shall be elected.
- R11.14 If two or more candidates obtain an equal highest number of votes, a new election will be held between these candidates at the next meeting of the General Assembly. For the vacancies for elected places on the Governing Board, the number of candidates with the highest number of votes shall be declared elected equal to the number of vacancies.
- R11.15 If two or more candidates obtain an equal number of votes for the last remaining vacancy, a new election will be held between these candidates at the next meeting of the General Assembly.
- R11.16 Candidates for the post of President-elect and for the elected places on the Governing Board shall be elected separately. The same person may at the same time be nominated for the position of President-elect and for an elected place on the Governing Board. If such a candidate is elected as President-elect his/her nomination to the elected place on the Governing Board shall be void. In the list of candidates ranked by the number of votes they received, this candidate's place is taken by the candidate who received the next highest number of votes.
- R11.17 The completed ballot papers shall be kept at IFLA headquarters for at least six months after the completed election and made available for inspection on request.
- R11.18 The results of the elections shall be published in the Federation's official publications.

**Rule 12**

**R12. THE TREASURER (ART. 13.6)**

- R12.1 For the election of the Treasurer in accordance with Statute 13.6, the President shall call for nominations. Every member of the Board is entitled to nominate a candidate for the post of Treasurer.
- R12.2 If there is only one nominee, that candidate shall be declared elected.

- R12.3 If there are several nominees, a secret ballot shall be held conducted by the Secretary General. The candidate with the highest number of votes shall fill the vacancy.
- R12.4 If two or more candidates receive an equal highest number of votes, further secret ballots shall be held. If after three ballots, there is still no decision, the President will decide between the candidates concerned.
- R12.5 The Treasurer is an officer of IFLA ranking after the President and the President-elect, and deputises for the President if the President-elect is not available.

### Rule13

#### R13. PROTOCOL FOR MEETINGS OF THE GOVERNING BOARD (ART. 14.7)

- R13.1 Rules 9.1 and 9.4-9.7 apply *mutatis mutandis* to meetings of the Governing Board.
- R13.2 If a quorum is not present and urgent business is under consideration, those present may make a recommendation which shall be put to the Board members for approval either by mail or by electronic means. The recommendation shall be submitted to the Board members by the Secretary General. It shall be clearly formulated and a reasonable deadline shall be set for the Board members to respond. The responses shall be received and tabulated by the Secretary General.. The recommendation shall become a decision of the Board if a majority of the members express themselves in favour.
- R13.3 If urgent business has to be attended to between meetings of the Board, the President may authorise the Secretary General to submit the matter to the Board members for a decision following the procedure set out in Rule 13.2 above.
- R13.4 In the event of unavoidable absence, a Governing Board member elected in terms of Art. 13.3.4 may request the President to accept a representative, normally the Secretary of the body chaired by that Member, to attend the meeting in the capacity as an observer. The representative may not vote.
- R13.5 Meetings of other governance and professional bodies shall be conducted following similar principles to those embodied in Rules 9.1 and 9-4-9.7. Simpler and less formal procedures may be followed.

### Rule 14

#### R14. EXECUTIVE COMMITTEE (ART. 14.8)

##### **[The composition of the Executive Committee is set out in Art. 14.8.1]**

- R14.1 At the first meeting of the Governing Board after the commencement of its term the President shall call for nominations from among the members of the Board for the two elected places on the Executive Committee.
- R14.2 Each member of the Governing Board is entitled to nominate a candidate for each of the places.
- R14.3 If there is only one nominee for each place, those candidates shall be declared elected.
- R14.4 If there are several nominees for each place, a secret ballot shall be held conducted by the Secretary General. The candidates with the highest number of votes shall fill the vacancies.
- R14.5 If two or more candidates receive an equal highest number of votes for the last remaining vacancy, further secret ballots shall be held. If after three ballots,

there is still no decision, the President will decide between the candidates concerned.

- R14.6 Casual vacancies for the elected places on the Committee shall be filled by the unsuccessful candidate with the highest number of votes in the most recent election.
- R14.7 If no such person is available, the Board shall decide the appropriate means of filling the vacancy.

#### Rule 15

##### R15. PROFESSIONAL COMMITTEE (ART. 14.9)

- R15.1 In addition to the composition of the Professional Committee as set out in Statute 14.9.1, the chairs of the CLM and FAIFE Committees are ex officio non-voting members. The Committee may co-opt an additional non-voting member, if appropriate, for specified purposes and for a limited period..

##### **Functions**

##### R15.2 The Professional Committee

- R15.2.1 oversees the professional program of IFLA and may recommend to the Governing Board the creation, name, and terms of reference, or abolition, of organizational units such as Divisions, Sections, Special Interest Groups, Committees, Core Activities etc., to carry out the professional programme as developed by the Governing Board;
- R15.2.2 establishes procedures for organizing the professional content of the IFLA World Library and Information Congress programme, including all of its satellite conferences;
- R15.2.3 oversees the publications programme of IFLA and makes recommendations as appropriate to the Governing Board;
- R15.2.4 reviews the status and programmes of organizational units from time to time, to ensure they continue to support the mission and goals of IFLA.

##### **Election of Professional Committee Chair [Art. 13.3.3]**

- R15.3 The Secretary General shall call for nominations for the post of Chair in October of the year before elections are due to take place. The term of office for the Chair shall be two years, non-renewable.
- R15.4 Chairs and secretaries of Sections (Section Officers) may nominate. Candidates may nominate themselves.
- R15.5 Nominees for the post of Chair shall be the outgoing chairs of the Divisions whose terms expire at the end of the Congress following the election.
- R15.6 Nominations shall be submitted by the same closing date established by the Secretary General for all other nominations. No nominations shall be accepted after the closing date.
- R15.7 The Secretary General will obtain for each valid nomination the information required in terms of Rule 11.7.
- R15.8 The Secretary General shall prepare a postal ballot containing the names of the nominees in the same manner as the ballots referred to in Rule 11.9.
- R15.9 The Secretary General shall send the ballot to all Section Officers following the same schedule as that applying to the postal ballots referred to in Rule 11.10.

- R15.10 The candidate with the highest number of votes shall be declared elected. If two or more candidates receive the highest number of votes, the outgoing Chair casts the deciding vote.

**Elected Representatives of the Governing Board**

- R15.11 The President shall call for nominations for the two places on the Professional Committee from among the elected members of the Governing Board.
- R15.12 Every elected member of the Governing Board is entitled to nominate a candidate from among the elected members of the Board for each of the places.
- R15.13 If there is only one nominee for each place, those candidates shall be declared elected.
- R15.14 If there are several nominees for each place, a secret ballot shall be held conducted by the Secretary General. The candidates with the highest number of votes shall fill the vacancies.
- R15.15 If two or more candidates receive an equal highest number of votes for the last remaining vacancy, further secret ballots shall be held. If after three ballots, there is still no decision, the President will decide between the candidates concerned.

**Casual vacancies**

- R15.16 A casual vacancy for the position of an elected representative of the Governing Board on the Professional Committee shall be filled by the unsuccessful candidate with the highest number of votes in the most recent election.
- R15.17 If no such person is available, the Board shall decide how to fill the vacancy.
- R15.18 Vacancies which occur through the death or resignation among the representatives of Divisions serving on the Professional Committee, shall be filled by the Division concerned.

**Meetings**

- R15.19 Meetings of the Professional Committee shall be held at least twice a year. One such meeting shall be held during the course of the annual congress.
- R15.20 At least two months notice shall be given of the meeting by the Secretary General. However, a meeting may be held at shorter notice if the chair decides.
- R15.21 A simple majority of members shall constitute a quorum.
- R15.22 In the absence of a quorum decisions may be made following the procedure set out in Rule 13.2, *mutatis mutandis*.
- R15.23 The chair of the Professional Committee shall preside at meetings of the committee. In the absence of the chair, the Vice-chair shall preside. In the absence of the Vice-chair, the meeting shall elect a chair.

**Vice-chair and other assignments**

- R15.24 At the first meeting of a newly constituted Professional Committee the Chair shall conduct an election for the position of Vice-chair, who shall also act as the Financial Officer.
- R15.25 If the Chair is unable to attend a meeting of the Governing Board, the Vice-Chair or, in the absence of the Vice-chair, another member selected by the Professional Committee shall represent the Chair of the Professional Committee in the Governing Board.
- R15.26 The Chair may propose specific assignments for committee members.

## Rule 16

### R16. SECRETARY GENERAL AND STAFF (ART.15.5)

- R16.1 The Secretary General is responsible for the strategic and operational direction and the financial management of the Federation within the policies established by the General Assembly and the Governing Board.
- R16.2 The Secretary General shall have the right to attend and participate in an advisory capacity at any meeting of the General Assembly, the Governing Board and the Professional Committee, provided that his or her own position is not under discussion. He or she does not have a vote at such meetings.
- R16.3 The Secretary General shall appoint such other staff members as necessary for the efficient and effective operation of the Federation and deal with all other staffing matters within the limits of the approved budget.
- R16.4 The Governing Board shall determine the general conditions of service of members of staff of the Federation on the advice of the Secretary General.

## Rule 17

### R17. DIVISIONS (ART. 16)

#### **Membership**

- R17.1 As determined by the Professional Committee, each Division shall be composed of Sections, Special Interest Groups, relevant Core Activities and IFLA committees, so as to enhance communication among all relevant organizational units.

#### **Functions**

- R17.2 The function of a Division is to coordinate the professional activities of its members and ensure good communication among its Sections.

#### **Election of Officers**

##### **R17.3 Division Chair**

The Secretary General shall issue to Section Officers of each Division a call for nomination for the post of Division Chair. Nominees must be outgoing officers of the Sections in the relevant Division; they may be continuing as members of standing committees, but this is not required.

- R17.4 Nominations must be submitted using the form issued by the Secretary General. Nominations shall be submitted by the announced closing date, which shall be no earlier than four months after the call for nominations. No nominations shall be accepted after the closing date.
- R17.5 Nominators shall ensure that their candidates are willing to accept the nomination.
- R17.6 The Secretary General shall obtain for each valid nomination the information required in terms of Rule 11.7.
- R17.7 The Secretary General shall prepare a postal ballot for each Division containing the names of the nominees for that Division in the same manner as the ballots referred to in Rule 11.9. Section officers may vote for only one candidate for Division Chair.
- R17.8 The Secretary General shall send the ballot to all Section Officers of each Division following the same schedule as that applying to the postal ballots referred to in Rule 11.10.
- R17.9 The candidate in each Division receiving the highest number of votes shall be elected. If there is only one candidate for an office, that person will be declared elected.

- R17.10 If two or more candidates obtain an equal highest number of votes, the outgoing Division Chair will cast the deciding vote.
- R17.11 The term of office for Division Chairs shall be two years, non-renewable.

**Responsibilities of Division Chairs**

- R17.12 The Chair of each Division shall serve as a member of the Professional Committee and the Governing Board.
- R17.13 If the Chair is unable to serve in such a capacity, the Secretary shall serve on the Professional Committee and the Governing Board for that term of office.
- R17.14 If no officer of the Division is willing to be so designated, another person who is currently or was recently closely involved in the work of the Division may be designated by the Chair. Any such person shall be invited to attend all meetings of the Professional Committee in an advisory, non-voting, capacity.
- R17.15 At each Congress, the Division Chair will convene a Leadership Forum, comprising the Chair and Secretary of each of its Sections, the conveners of its Special Interest Groups, along with the Chair of the Advisory Board of any Core Activities assigned to the Division. At the Leadership Forum, participants will discuss issues, inform Division Chairs of views, make suggestions for future congresses, and bring up matters of concern.
- R17.16 The Division Chair conducts an election of the Secretary of the Division from among the members of the Leadership Forum, at its first meeting.
- R17.17 The Division Chair solicits from Division members issues that need to be brought to the Professional Committee.
- R17.18 The Division Chair reports back to the Division after each meeting of the Professional Committee to highlight important decisions and issues.
- R17.19 The Division Chair prepares a brief annual report about the activities of the Division, before the April meeting of the Professional Committee.

**Voting**

- R17.20 A simple majority of members of a Division's Leadership Forum shall constitute a quorum for purposes of any matter requiring a vote.
- R17.21 If a quorum is not reached, the Chair shall make arrangements to consult the members of the Forum by post or by electronic means.

**Vacancies**

- R17.22 In the event of a casual vacancy in the position of the Chair or Secretary, of a Division, the unsuccessful candidate who received the highest number of votes in the most recent election for the post shall fill the vacancy for the remaining term. On completion of that term, the person concerned may, if otherwise eligible, be nominated to serve for one further term. If no such candidate is available, one of the other officers of the Division shall assume the duties until elections can be held.

**Handing over responsibilities**

- R17.23 When the post of Chair or Secretary is being assumed by a newly-elected person, the outgoing officer shall make every possible effort to ensure the smooth continuity of the work of the Division.

**Powers and responsibilities**

- R17.24 Each Division may establish Sections and special interest groups, subject to the approval of the Professional Committee.
- R17.25 The terms of reference of such Sections and special interest groups shall be determined by the Division or Divisions subject to the approval of the Professional Committee.

- R17.26 A representative of each special interest group within a Division shall be invited to attend the Division's Leadership Forum. If the group relates to more than one Division, all relevant Division chairs shall invite them to attend their respective Leadership Forums.

#### Rule 18

#### R18. SECTIONS (ART. 16)

##### **Functions**

- R18.1 The Sections are the primary focus of professional activity within the Federation, specialising in a particular type of library and information service, an aspect of library and information science, or in a geographical region.

##### **Establishment**

- R18.2 Sections may be established in accordance with the Statutes, Article 16 and Rules 17.25 and 17.26, provided that a minimum of forty Members registers for that section within a period determined by the Professional Committee.

##### **Membership**

- R18.3 Each Section consists of those Members, Affiliates and Bodies with Consultative Status, which are registered for that Section in terms of Rule 19. If the membership of the Section falls below the minimum of forty members, the Professional Committee shall determine a time-frame within which this number should be attained, failing which the Committee may decide to disband the Section, merge it with another, or to convert it to a Special Interest Group.

##### **Standing Committees**

- R18.4 Each Section shall have a Standing Committee of no fewer than ten and no more than twenty persons. If a Section fails to elect a minimum of ten Standing Committee members, the Professional Committee shall determine a time-frame within which this number should be attained, failing which the Committee may decide to disband the Section, merge it with another, or to convert it to a Special Interest Group.
- R18.5 No person shall be a member of more than one Standing Committee, except that a person may be a member of the Standing Committee of a Regional Section in addition to one other Standing Committee, or, if serving as the Convener of a Special Interest Group, may serve additionally as a co-opted member of the Standing Committee of the Section that sponsors that Special Interest Group.
- R18.6 Members of the Standing Committee shall serve for an initial term of four years. Members may be re-elected for one further consecutive term of four years.

##### **Nominations and elections**

- R18.7 The Standing Committee members shall be nominated and elected by qualified Members of the Section.
- R18.7.1 No more than two members of a Regional Standing Committee may be resident outside the region concerned.
- R18.8 Each qualified member of a Section shall be invited by the Secretary General to nominate not more than one candidate for election to fill the vacancies on the Standing Committee.
- R18.9 Each candidate for election shall be nominated by at least one qualified member.

- R18.10 Nominations in writing and signed by a competent authority of the nominating Member must reach the Secretary General by the deadline indicated in the invitation. Such deadline shall be no earlier than three months after the despatch of the invitation.
- R18.11 Nominations shall confirm that the nominee:
  - R18.11.1 has a working knowledge of at least one working language of the Federation, and
  - R18.11.2 has reasonable expectation of attending meetings of the Standing Committee without cost to the Federation.
- R18.12 Nominations should be accompanied by:
  - R18.12.1 confirmation that the nominee accepts the nomination, and
  - R18.12.2 a brief summary of the nominee's qualifications and present position.
- R18.13 Staff of the Federation [see definition] are not eligible for nomination for Standing Committees.

#### **Postal Ballot**

- R18.14 If the number of nominees exceeds the number of vacancies, a postal ballot will be held at such a time to enable successful candidates to attend the next normal meeting of the Standing Committee.
- R18.15 The maximum number of Standing Committee members may be increased, notwithstanding Rule 18.4, during any given two-year interval by no more than 10%, at the discretion of the Chair of the Professional Committee, providing that the number of such additional members shall not exceed two.
- R18.16 A list of candidates will appear on the ballot paper in alphabetical order of family name or preferred name.
- R18.17 Qualified members of the Section or Sections concerned may vote for as many candidates as there are vacancies.
- R18.18 The ballot papers must be returned to the Secretary General by the announced return date, which shall be not less than eight weeks after their despatch.
- R18.19 The Secretary General shall be responsible for the count of the ballot papers.
- R18.20 The completed ballot papers shall be kept at IFLA headquarters for at least six months after the completed election and made available for inspection on request.
- R18.21 The number of candidates with the highest number of votes shall be declared elected equal to the number of vacancies, except that no more than two members of a Regional Section may be resident outside the Region concerned.
- R18.22 If two or more candidates obtain an equal number of votes for the last remaining vacancy, a new election will take place between these candidates at the next meeting of the Section Standing Committee.
- R18.23 The results of the elections shall be published in the Federation's official publications.

#### **Casual Vacancies**

- R18.24 In the event of a casual vacancy in the position of an elected member of the Standing Committee, the unsuccessful candidate who received the highest number of votes in the most recent election for places on the Standing Committee shall fill the vacancy for the remaining term. On completion of that term, the person concerned may be nominated for election to the Standing Committee in the normal way.
- R18.25 If no such candidate is available, the Standing Committee Chair may co-opt a person to fill the vacancy for the remaining term. On completion of that term,



the person may be nominated for election to the Standing Committee in the normal way.

- R18.26 Any member of a Standing Committee who fails to attend two consecutive meetings of the committee without reasonable explanation shall be deemed to have resigned. The place thus vacated shall be filled according to the provisions in Rules 18.24 and 18.25.

### **Representation**

- R18.27 Successful candidates take office at the close of the Congress which immediately follows the elections. However, only those members who will be serving on the Standing Committee for the two-year term commencing at the end of the Congress are eligible to nominate, be nominated for, and vote for, the Section Officers to be elected at that Congress in accordance with Rule 18.32.
- R18.28 They are elected in a personal capacity. They do not represent any Member which nominated them, nor their employer, or other affiliation.

### **Ex-officio Members**

- R18.29 Each of the Regional Managers appointed by the Governing Board shall serve as an ex-officio non-voting member of the appropriate regional Section Standing Committee. They will not be eligible to serve as Chair or Secretary of the Committee.

### **Corresponding Members**

- R18.30 Standing Committees may appoint up to five Corresponding Members to provide for experts from countries or geographical areas, which would not otherwise be represented, or to provide expertise in a specific subject field. Such Members shall be appointed for an initial two-year term, renewable for one further term of two years on the decision of the chair.
- R18.31 Corresponding Members shall be entitled to participate and speak in Standing Committee meetings, but have no voting rights. They do not contribute to a quorum.

### **Section Officers**

- R18.32 Each Standing Committee shall elect during the annual conference, from amongst its members, a Chair and a Secretary, who shall be known as the Section Officers. Members resident outside a regional Section are not eligible for election as an officer of that Section. They shall represent the Section Standing Committee on the Leadership Forum of the Division to which the Section belongs.
- R18.33 The term of office for Section Officers is two years. Section Officers may be re-elected to the same office for one further consecutive term of two years, provided they will still be members of the Standing Committee for that period.
- R18.34 Only members of the Standing Committee may nominate candidates for these posts. Each member of the Standing Committee is entitled to nominate a candidate for each office.
- R18.35 If there is only one nominee for an office, that person will be declared elected. If there is more than one nominee a secret ballot will be held. The candidate with the highest number of votes shall be elected. If two or more candidates receive an equal highest number of votes, the secret ballot will be repeated to decide between these members.

**Handing over responsibilities**

- R18.36 When the post of Chair or Secretary is being assumed by a newly-elected person, the outgoing officer shall make every possible effort to ensure the smooth continuity of the work of the Section.

**Finances**

- R18.37 The accounts of the Section Standing Committee shall be kept in accordance with the standards required by the Federation's auditors. They shall show the total funds received and spent by the Committee, including funds received from external sources.
- R18.37.1 If the Section holds a satellite meeting or conference for which registration fees or external financial support are received, the proceeds of the event, minus expenses and accompanied by a financial account, shall be returned to the Federation's central account. The Section may suggest appropriate uses for the funds.
- R18.37.2 In the event of the dissolution of a Section, all unspent funds shall be returned to IFLA's central account, except any unspent funds received from an external agency, which must be returned to that agency unless otherwise authorised.
- R18.38 The Treasurer shall set out in financial regulations the manner in which Sections shall budget for their expenditure, request the reimbursement of funds expended in terms of their budgets, and return unspent funds to the Federation's central fund or, in the case of funds received from an external agency, to that agency. The financial procedures shall be in accordance with the standards required by the Federation's auditors.

**Removal from office**

- R18.39 The Governing Board may, on the recommendation of the Professional Committee, remove a Section Officer from office if, in the opinion of a majority of the Professional Committee, that officer's duties are not being fulfilled. Failure to submit the required returns to the Secretary General, or otherwise neglecting the business of the Section would be regarded as such. Before taking such action, the Governing Board shall consult the Standing Committee concerned and the relevant Leadership Forum, and give the officer an opportunity to explain the situation in writing to the Governing Board.
- R18.40 If a Section Officer is removed from office, the Standing Committee, will be asked to elect a replacement officer for the remainder of the term of office. Appointment under these circumstances shall not prevent the replacement officer from eligibility for election for normal terms of office.

**Standing Committee Meetings**

- R18.41 Each Standing Committee shall meet at least annually during the course of the annual Congress of the Federation.
- R18.42 The Chair may convene further meetings, or if no fewer than five members of the Standing Committee make a request to the Chair in writing to hold a meeting. Such meetings may be held using electronic means.
- R18.43 If the quorum is not reached, the Chair shall make arrangements to consult the members of the Committee by post or by electronic means.

**Powers and responsibilities**

- R18.44 The terms of reference of each Section shall be promoted and coordinated by its Standing Committee, and executed within the limits of the approved budget.

- R18.45 Each Section shall develop a programme, carry out projects and organize meetings in order to fulfil its terms of reference.
- R18.46 Each Section shall keep those Members and Affiliates registered for the Section informed about the planning and progress of its activities.
- R18.47 Each Section may establish ad hoc Working Groups either independently or in combination with other Sections.
- R18.48 Each Section shall ensure that all information which the Division to which it belongs needs for the performance of its tasks reaches the Division promptly, including the submission of an annual report.

#### Rule 19

##### R19. REGISTRATION FOR SECTIONS (Art. 16)

- R19.1 Membership of and affiliation to the Federation includes the right of registration for Sections.  
The Governing Board shall determine for how many Sections Members and Affiliates may register without charge, subject to the following minimum numbers:
  - R19.1.1 All Members other than Honorary Fellows shall be entitled to register for at least two Sections without additional charge.
  - R19.1.2 Honorary Fellows shall be entitled to register for any one Section without any charge.
  - R19.1.3 Affiliates shall be entitled to register for one Section without additional charge.
- R19.2 An additional fee, determined by the Governing Board, shall be levied for registration for each Section additional to the number fixed in Rule 19.1.
- R19.3 Members and Affiliates located in regions for which a specific regional Section is established shall be registered automatically free of charge for that particular Section over and above the number set out in Rule 19.1.
- R19.4 All Association Members shall be registered automatically free of charge for the Management of Library Associations Section, over and above the number set out in Rule 19.1.
- R19.5 Registration for a Section carries the following rights and benefits:
  - R19.5.1 the right to nominate for, and elect to, the Standing Committee of the Section, and the right to vote in meetings of the Section;
  - R19.5.2 the right to take part in and benefit from the professional activities of the Section and of the Division to which the Section belongs, including the receipt of any free publications, and inclusion in the mailing list of the Section.
- R19.6 The registration for each Section shall be automatically extended for one year at the end of each year, providing the appropriate payment is made, unless the registrant informs the Secretary General in writing that a change is requested.
- R19.7 New registrations and changes in registration shall be accepted by the Secretary General throughout the year, subject to the payment of any additional fees involved.

#### Rule 20

##### R20. SPECIAL INTEREST GROUPS (Art. 16)

- R20.1 Groups of IFLA Members, or representatives of IFLA Members, may establish Special Interest Groups to address emerging issues or trends or issues of continuing interest to a relatively small number of IFLA members.

Special Interest Groups bring together IFLA members with common and continuing interests that they wish to discuss or explore, but which are not included in the Mission and Goals of an existing Section. Interests may cut across the concerns of multiple Sections, identify and follow an emerging issue or trend, be very specialized or narrow and be relevant to a small number of members.

- R20.2 A Special Interest Group may exist as either a virtual group or as a group that meets at the annual IFLA World Library and Information Congress.
- R20.3 Leadership of the Special Interest Group may come from an interested person or from the Section leadership. However, the Special Interest Group leader or convener must be employed by an Association Member or Institutional Member, or be a member of an Association Member in good standing.
- R20.4 The term of office of the Special Interest Group Convener is two years after the start-up meeting, once renewable by appointment of the sponsoring Section's Standing Committee.
- R20.5 To hold an exploratory meeting concerning the establishment of a Special Interest Group, a convener must submit a petition to the Professional Committee signed by ten persons who intend to participate in the Special Interest Group, requesting a meeting at the next Congress to invite people to see whether there is sufficient interest.
- R20.6 To form a Special Interest Group the convener must submit a petition to the Professional Committee, signed by twenty-five persons who intend to participate in the Special Interest Group to establish a Special Interest Group under a Section that has agreed to accept it. The Special Interest Group must be recognised in the Section's strategic plan.
- R20.7 In exceptional circumstances (when a Special Interest Group cannot find a sponsoring Section) a new Special Interest Group may be sponsored by a Division for a period of no more than two years.
- R20.8 Before giving its approval, the Professional Committee must be reasonably satisfied that the issues to be discussed:
  - R20.8.1 will promote IFLA's values, professional priorities and strategic plans;
  - R20.8.2 will not conflict with the terms of reference of an existing IFLA professional unit;
  - R20.8.3 are appropriate to the terms of reference of the sponsoring Section.
- R20.9 Special Interest Groups are created for an initial four-year term. The sponsoring Section will review the Special Interest Group every four years to decide whether to affirm or disband the Special Interest Group and will report this action to the Professional Committee. If a Section wishes to disband a Special Interest Group, the Special Interest Group may appeal the ruling to the Professional Committee, which will make the final decision. There is no required ending period for a Special Interest Group.
- R20.10 If the Convenor is not an elected member of the sponsoring Section's Standing Committee, he/she becomes an ex-officio member during his/her term as Convenor.
- R20.11 Convenors shall be expected to attend all Standing Committee meetings of the sponsoring Section's Standing Committee at each Congress during his/her term of office and report on the activities of the Special Interest Group. Activities of Special Interest Groups shall be included in the annual reports of the sponsoring Section.

- R20.12 Administrative funds for a Special Interest Group must come from the Section's budget; however a Special Interest Group is eligible to apply for special project funds if the Section approves the request.
- R20.13 The Secretary General will schedule a slot of maximum two hours for Special Interest Groups that wish to meet at the IFLA World Library and Information Congress. The time may be used either for an informal meeting or a formal programme. If a programme is desired, it must be submitted through the Standing Committee of the sponsoring Section as part of the Professional Committee's programme approval process and follow the relevant guidelines.
- R20.14 Special Interest Group meetings must be open to all Congress registrants.
- R20.15 Convenors are responsible for announcing a topic, requesting meeting space from the Secretary General in the same time schedule and manner as other program slots are requested, and convening the Special Interest Group during the allocated slot.
- R20.16 Topics of approved Special Interest Group meetings will be listed in the Congress programme. Announcements of meetings may be posted on the IFLA Website and published in newsletters of the sponsoring Section.
- R20.17 Special Interest Groups may not set up formal links with bodies outside IFLA.

#### Rule 21

##### R21. CORE ACTIVITIES (Art. 16)

- R21.1 The Governing Board may from time to time identify certain areas of activity as Core Activities and enter into agreements with appropriate institutions and bodies for their support.
- R21.2 Each of the Core Activities has a governance body usually known as an Advisory Board. The Governing Board elects one of its number to serve as a member of the Advisory Board.
- R21.3 Newly established Advisory Boards, and existing Advisory Boards that have not yet done so, shall draw up their own terms of reference, for approval by the Governing Board.
- R21.4 The Governing Board may, after consultation with the relevant Advisory Board, discontinue a Core Activity.

#### Rule 22

##### R22. HEARING OF APPEALS (Art. 19)

The Secretary General shall refer all disputes concerning interpretation of these Rules to the Executive Committee for a decision. The Executive Committee shall also decide on all matters of procedure for which there is no provision in these Rules. In the event of any inconsistency between the provision of the Statutes of the Federation and these Rules of Procedure, the provisions of the Statutes will prevail.

#### Rule 23

##### R23. MEMBERSHIP: DETERMINATION OF COUNTRY STATUS AND CODE (Art. 4)

- R23.1 As provided for in Statute 4 the Governing Board shall admit a Member in accordance with the criteria set out in the Statute.
- R23.2 IFLA shall admit Members from any country of the world, regardless of its political status, and provided they meet the prescribed criteria for membership as set out in the Statutes.
- R23.3 Members shall be assigned a member number that includes a country code as listed in the latest version of ISO standard 3166.

- R23.4 In assigning a member number country names and codes do not necessarily have to be those of sovereign states. Country names and codes may be used for dependent territories in cases where the state administering the territory permits this.
- R23.5 If the sovereignty or control of a territory is a matter of international dispute, the criterion used by IFLA shall be admission to the United Nations as a member state, or as a non-member state or entity which has been accorded formal observer status and maintains a permanent observer mission at the UN, as listed in the latest edition of the United Nations Protocol's Blue Book, "Permanent Missions to the United Nations".
- R23.6 Members shall be listed in the Members Directory and other official IFLA lists using the country name and code assigned by IFLA.

## DEFINITIONS

“Appellant” means a person or institution appealing against a ruling.

“Casting vote” (tie-breaking vote) means a second vote that may be exercised by a designated person (usually the Chair) to make a decision when a preceding vote has resulted in an equal number of votes for two candidates or alternative decisions.

“Casual Vacancy” means a vacancy on an elected body caused by the death, resignation or removal of an elected member during a period of office.

“*Ex officio*” refers to a position held by a person on a Board or Committee as long as that person holds another, specified position. A person holding an *ex officio* position may vote unless this is specifically precluded.

“IFLA languages” are Arabic, Chinese, English, French, German, Russian and Spanish.

“In good standing” applies to all Members whose membership has not been terminated in accordance with Art. 5.1 to 5.7, or suspended in terms of Art. 5.8 and Rule 2.3.

“*Mutatis mutandis*” means that a rule formulated for one matter is applied to another matter after the necessary changes have been made to take the differences between the two into account.

“Officer” in the case of a Division refers to the Chair and Secretary. For officers of Sections, see “Section Officers”.

“Official publications” means IFLA Journal, IFLA’s Website and, where appropriate, the IFLA Directory.

“Quorum” means the minimum number of members that have to be present or represented at a meeting of a committee or other body for that committee or body to be able to make valid decisions. In the absence of any other provision in the Statutes or elsewhere in these Rules, a quorum is constituted by a simple majority of the members of the committee or body.

“President”, in the absence of the President, also applies to the person serving as Chair of a meeting in terms of Rules 9.1 and 13.1.

“Qualified Members” are those Members registered for the Section who have paid the membership fees and, if applicable, additional section registration fees, in full for the fiscal year before the election takes place, and who are not suspended in terms of Rule 2.3.

“Section Officers” refers to the Chair and Secretary of a Section (cf. Rule 18.32).

“Simple majority” means fifty percent plus one.

“Staff” means persons employed at IFLA headquarters, in any of the Core Activities, Regional Offices and Language Centres.

## NOTE: TRANSITION MEASURES AND EXPLANATORY NOTES

1. Relevant transition measures should be set out in a document accompanying the calls for nominations for the elected positions.
2. Rule 10.10 requires all returned ballot papers to bear the required signatures. If a ballot paper is returned as an e-mail attachment, this means that with current technology it has to be in the form of a PDF file. This should be stated in the documents accompanying the ballot papers.

**ANNEX II:**  
**IFLA'S PROFESSIONAL CODES**  
**&**  
**IFLA CODE OF ETHICS FOR THE MEMBERS OF**  
**THE GOVERNING BOARD AND OFFICERS**



# IFLA'S PROFESSIONAL CODES

## AIMS

IFLA's objectives are to:

- Promote high standards of provision and delivery of library and information services
- Encourage widespread understanding of the value of good library & information services
- Represent the interests of our members throughout the world

## CORE VALUES

IFLA embraces the following core values:

- We believe that people, communities and organizations need for their physical, mental, democratic and economic well-being, free access to information, ideas and works of imagination
- We believe that the provision and delivery of high quality library and information services help guarantee that access
- We are committed to enabling library associations and institutions throughout the world, and their staff, to participate in the work of the Federation regardless of geographical location
- We support and promote the principles of freedom of access to information, ideas and works of imagination embodied in Article 19 of the Universal Declaration of Human Rights
- We recognize the rights of all members to engage in, and benefit from, IFLA's activities without regard to citizenship, ethnic origin, gender, language, political philosophy, race or religion

## IFLA'S PROFESSIONAL PRIORITIES

The Federation is an independent, international, non-governmental, not-for-profit organization, which advances the interests of library and information associations, libraries and information services, librarians and the communities they serve throughout the world. The purpose of the Federation as stated in its Statutes are "to promote high standards of delivery of library and information services and professional practice, as well as the accessibility, protection, and preservation of documentary cultural heritage. This is done through the enhancement of professional education, the development of professional standards, the dissemination of best practice and the advancement of relevant scientific and professional knowledge; to encourage widespread understanding of the value and importance of high quality library and information services in the public, private and voluntary sectors; to represent the interests of its Members throughout the world." The Professional Priorities outlined in this document will provide guidance in the development of IFLA's professional activities. These priorities are to be incorporated into the professional programmes throughout IFLA's organizational structure, recognizing especially that the needs, concerns and views of every region of the world are to be taken into account, particularly those in the developing world. Regional concerns, communication and information exchange among IFLA's members, and the use of electronic technology to facilitate the implementation of its priorities underpin all of these professional priorities.

### a. Supporting the Role of Libraries in Society

IFLA supports the establishment and maintenance of libraries by serving as an international

advocate to ensure that the vital role of libraries in the digital age is well understood and acted upon. IFLA lobbies on behalf of libraries with government officials and community leaders, using all available avenues to secure appropriate funding and staffing of library services worldwide.

#### **b. Defending the Principle of Freedom of Information**

IFLA believes that all people have a fundamental right to create and acquire information and to express their views publicly. The right to know and the freedom to express are two aspects of the same principle. Libraries play a key role in securing these rights, and IFLA supports this role by defending the ability of libraries to acquire, organize, preserve and make available the widest variety of materials, reflecting plurality and diversity in the society, and thus to protect and enhance democracy and a free debate; by defending the ability of libraries to ensure that selection and availability of material and services are governed by professional principles, not the political, moral or religious views of individuals or governments; and by defending the ability of libraries to make materials and services available to all users, with no discrimination due to race, creed, gender, religion, age or any other subjective reason.

#### **c. Promoting Literacy, Reading, and Lifelong Learning**

IFLA's programmes promote literacy in many aspects, helping libraries worldwide to develop programmes that support increased literacy for all people, including basic literacy (the ability to use, understand and apply print, writing, speech and visual information in order to communicate and interact effectively), reading (the ability to decipher print and other notation, to understand written language and its construction, and to comprehend the meaning of the written word), information literacy (the ability to formulate and analyze an information need; to identify and appraise sources; to locate, retrieve, organize and store information; to interpret, analyze, synthesize and evaluate that information critically; and to evaluate whether the information need has been satisfied) and lifelong learning (providing for the needs of all learners, whether formal or informal, helping to raise the aspirations and achievements of individuals of all ages and abilities).

#### **d. Providing Unrestricted Access to Information**

IFLA seeks to influence political and economic decisions that have an ethical impact on access to information so that all persons throughout the world have the same opportunity to participate in the information society without regard to physical, regional, social, or cultural barriers. Ongoing technological progress see to widen the gap between the information rich and the information poor world-wide. IFLA supports programmes which provide support for information access in developing regions of the world.

#### **e. Balancing the Intellectual Property Rights of Authors with the Needs of Users**

IFLA assumes a dual responsibility, both to the producers of intellectual property and to libraries as representatives of information users, because safeguarding and providing access to products of the mind are fundamental to the growth of knowledge.

IFLA works to protect the rights of authors and the role of libraries by playing an active role with organizations such as WIPO and UNESCO in the drafting of appropriate treaties and legislative models which recognize the dichotomy between the rights of authors and the needs of users.

IFLA also works to assure that intellectual property rights support the universal availability of information by such activities as encouraging national legislation for legal deposit and

assuring the right of libraries to make copies of published documents in a manner consistent with principles of fair use. Safeguarding these rights must involve both the owners of intellectual property and its users. It necessitates working in collaboration with authors, publishers and librarians.

#### **f. Promoting Resource Sharing**

IFLA serves as an international forum and advocate for sharing information in all its for across national borders. It promotes the communication of bibliographic information which is the basis for all resource sharing, it works to develop cooperative principles for international lending, and it supports a voucher scheme to liberate lending reimbursements from national currencies. IFLA works to encourage the sharing of resources, by supporting traditional lending and document delivery, by promoting the communication and easy exchange of bibliographic information, and by encouraging the development of virtual libraries whose holdings will be accessible without regard to geography or national boundaries.

#### **g. Preserving Our Intellectual Heritage**

Although responsibility for the preservation and conservation of the intellectual heritage in their custody is ultimately the responsibility of individual libraries, IFLA works to promote the establishment of regional, national and international priorities and the application of the best scientific knowledge in the fulfillment of this responsibility. One of IFLA's primary activities is to ensure appropriate coordination at the international level through programmes such as advocacy, training and the development and dissemination of standards and best practices. IFLA also participates in international activities related to disaster preparedness and recovery.

#### **h. Developing Library Professionals**

IFLA works to strengthen the abilities and knowledge of library and information science professionals and paraprofessionals throughout the world in order to improve service to the user. Programmes supported by IFLA encompass all educational processes, including library and information science curricula and continuing education activities such as lectures, seminars, workshops and in-service training.

#### **i. Promoting Standards, Guidelines, and Best Practices**

IFLA actively promotes standards, guidelines and best practices to provide guidance to libraries throughout the world in how to perform core functions well, and in many cases how to perform them in the same manner. The latter is particularly important in areas such as electronic communications where conformity with clear, established and widely accepted and understood standards is indispensable for the exchange of information in cost-effective ways.

#### **j. Supporting the Infrastructure of Library Associations**

IFLA supports the infrastructure of library associations, especially in countries and regions where these are poorly developed, because they provide the essential means for accomplishing IFLA's goals at the national level. Library associations provide many valuable services to librarians. They work to develop effective library programmes and services that meet the needs of library users and advance societal objectives and interests, ensuring public access to information, and preserving and protecting cultural resources.

#### **k. Representing Libraries in the Technological Marketplace**

IFLA serves as an international advocate for libraries and their users, seeking to influence the

development of technology in the world marketplace, especially technology that controls the flow and availability of information. IFLA represents both the sophisticated interests of high-tech libraries and the practical concerns of more traditional users. It negotiates on behalf of libraries (and for the benefit of library users) in discussions on international trade and telecommunications, and it also works to encourage the development of affordable technologies that will bring information to all the populations of the world.

January 2001

# **IFLA CODE OF ETHICS FOR THE MEMBERS OF THE GOVERNING BOARD AND OFFICERS**

## **Preamble**

This Code of Ethics has been drawn up for the Governing Board and Officers within the context of existing, approved Statutes, Rules of Procedure, Policies, Statements and Core Values. It outlines a set of fundamental principles in order to help the Governing Board define what is right, fair, just and good for IFLA in meeting its mission and purpose. It is also intended to assist a member of the Governing Board and an officer serving in its various structures in better understanding and meeting the requirements of holding an IFLA office. (IFLA is a federation of library and information associations and institutions from every part of the world. Many of these members have formal professional code of ethics. These may be found on IFLA's Website at: [www.ifla.org/faife/ethics/codes.htm](http://www.ifla.org/faife/ethics/codes.htm)).

## **THE CODE OF ETHICS**

### **General Articles on Governance**

IFLA shall be governed fairly, impartially and responsibly by its Governing Board, to ensure that the best interests of the organization are upheld and advanced;

IFLA shall have an independent, active, conscientious and informed Governing Board whose members serve as directors, without compensation or material profit, to the best of their ability;

Governing Board members agree to endorse and promote the mission, purpose, policies, statements and core values of IFLA and contribute to its strategic directions;

The Governing Board shall ensure that IFLA reports regularly to its members and its constituencies on the results of its programmes and services and their range, scope and impact;

Governing Board members shall act with respect, trust, confidentiality and transparency within the Board, between and among Board members and officers, recognising the need to protect personal and privileged information;

IFLA shall adopt a policy which prohibits direct and indirect conflicts of interest by the directors of the Governing Board. Such a policy should address issues related to: the receiving of gifts from or an affiliation with an actual or potential supplier of goods and services; affiliation with an organization with competing or conflicting interests; the degree of disclosure required by the person in the potential conflict of interest; and the consequences of not upholding the policy;

IFLA's Governing Board will ensure that its Statutes, Rules of Procedure, Policies and Statements are current, clear and inclusive of all matters related to good governance, transparency, accountability, human rights and public trust;

### **Relations with Members and Partners**

The Governing Board shall ensure that IFLA reports regularly to its members and its

constituencies on the results of its programmes and services and their range, scope and impact;

Governing Board members shall act with responsiveness and respect to the members and partners who make up IFLA constituencies, following the principles of the core values, professional ethics and this Code of Ethics;

Governing Board members shall recognise the importance of the IFLA staff and volunteers to accomplish its desired results and place a high value on providing the training, mentorship, tools and current information necessary for them to excel in their work;

The Governing Board shall ensure that there are useful tools and dedicated sessions to support the orientation and training of board members and officers;

IFLA's Governing Board shall be committed to full, open, timely and accurate information regarding its goals, plans, programmes, finances and governance and be ready to respond to questions;

The Governing Board shall adopt a policy requiring that no person be refused membership or be excluded from participation or otherwise subjected to discrimination by IFLA, on the basis of race, national or ethnic origin, colour, religion, sex, sexual orientation, age, or mental or physical disability;

### **Accountability**

The Governing Board shall approve and implement policies related directly to the sound management of its fiscal responsibilities and to ethical conduct in fundraising;

The Governing Board shall have approved policies and plans that work toward gender equity, the participation of minorities and the greater use of all the IFLA languages in conferences and communications;

The Governing Board shall periodically reassess its respective mission, policies and operations in light of the changing world environment through ongoing planning, monitoring and assessment processes;

The Governing Board will develop policies and processes for the regular self-evaluation of its effectiveness and the timely review and application of policies and statements, such as the Code of Ethics.

### **Implementation of the Code of Ethics**

This Code of Ethics shall be an element in the orientation of new Governing Board members and officers;

Each member of the Governing Board will be asked to sign a statement that certifies that he/she has read and understood the Code of Ethics and is prepared to adhere to it;

The Governing Board will ensure that there is a policy of due process for members of the Governing Board who do not follow the Code of Ethics;

The Code of Ethics will be reviewed on a regular basis to ensure its relevance and its support of good governance and public trust.

Approved by the Governing Board of IFLA, December 2006.

**ANNEX III:**  
**THE IFLA VOUCHER PROGRAMME**



## THE IFLA VOUCHER PROGRAMME

The IFLA Voucher Programme is a payment system for International Interlibrary Transactions. The IFLA Voucher Programme makes it easy for you to pay for your International Interlibrary requests, by using a voucher instead of real money.

### How does it work?

The voucher is a reusable plastic card which represents a standard payment for one transaction. Vouchers have unlimited validity and can be reused any number of times.

- Libraries purchase a supply of vouchers from IFLA.
- Vouchers are available in 2 values: full vouchers € 8.00; half vouchers € 4.00.
- Supplying libraries are encouraged to accept a standard payment of one voucher for one loan or photocopy of up to 15 pages, but are still able to charge less or more than this if they wish to do so.
- The supplying library accepts the voucher(s) as payment for the transaction.
- Libraries which supply more items than they request can redeem their excess vouchers with the IFLA HQ.

### What are the benefits?

Apart from the initial purchase and the final redemption, the Voucher Programme eliminates all financial elements when paying for international transactions.

- No bank charges for either requesting or supplying library.
- No money lost in international exchange rates.
- No need for invoices, therefore reduced administration costs.
- Libraries can retain vouchers for reuse at a later date.
- Libraries are encouraged to offer an effective ILL service in order to “earn” vouchers.

### How you place an order

- Request a pro-forma invoice via:

1. Fax: +31 70 383 4827
2. Email: [voucher@ifla.org](mailto:voucher@ifla.org)
3. Post: IFLA HQ  
PO Box 95312  
2509 CH The Hague  
Netherlands

- When placing your order, please indicate the quantity of full and half vouchers you require. Include your full invoice and shipping address and, if applicable, your IFLA membership number.
- There is no minimum amount for orders. You may order according to your actual needs.
- There is a € 12.00 Handling fee for each order.
- There is a 10% non-IFLA member surcharge (direct IFLA members do not pay the surcharge).

### Payment Details

- Payment must be in Euros
- Prepayment is required
- Wire transfer Information:  
Account Name: IFLA  
Account Number: 129938416

Swift (BIC) Code: RABONL2U  
IBAN: NL23 RABO 0129 9384 16  
Bank Name and Address:  
RABO Bank  
Bezuidenhoutseweg 5  
2594 AB The Hague  
Netherlands

### **How to Redeem**

If you receive more vouchers than you can reuse, you may mail your vouchers to IFLA HQ for redemption. There is a € 12.00 Handling fee for each redemption. Redemption payments are made by wire transfer. Please include the following information with your vouchers:

Bank name and Address  
Account Name  
Account Number  
Swift (BIC) Code  
IBAN (Europe only)

### **Further details are available from IFLA Headquarters**

If you have any questions or comments about the Voucher Programme, we would be delighted to hear from you.

You can contact us:

Ms Susan Schaepman  
IFLA Voucher Programme  
IFLA Headquarters  
P.O. Box 95312  
2509 CH The Hague  
Netherlands  
Tel: +31 70 3834827  
Fax: +31 70 3140884  
Email: [voucher@ifla.org](mailto:voucher@ifla.org) or [susan.schaepman@ifla.org](mailto:susan.schaepman@ifla.org)



## **MEDIA-MATE®**

*The most cost-effective, efficient and secure solution to provide Patrons enhanced access to your Library collection 24/7.*

The introduction of the *Media-Mate* allows your Patrons to Borrow Books and Media 24/7. *Media-Mate* can function as a mini Library in smaller communities, in shopping malls, or train stations, just to name a few. The *Media-Mate* can also function either exclusively or combined for dispensing “Hold” request.



## **24/7 Borrowing and Returning**

The *Media-Mate* features a customized graphic interface, which guides their search and provides step-by-step checkout instructions using a touch screen. The self-charge unit allows Patrons to browse the Library's collection, select the item of choice, check out their selection, and receive a receipt. Once the Patron has validated their Patron Card, the requested item is discharged in a handy box. These boxes are available in two sizes, allowing for optimal storage capabilities. The items can also be returned at the *Media-Mate*, making them immediately available for the next patron, all without staff intervention.

### **More information:**

Mr. A.H. Schanssema  
Unit manager Bindery  
Logistics and Technology

T +31 (0)70 337 7851  
E [Schanssema@nbdbiblion.nl](mailto:Schanssema@nbdbiblion.nl)



## **COMBIPLAST™**

*The COMBIPLAST™ is a plastifying machine that is specially designed for PVA self-adhesive foil for bound books that need to be processed in small numbers.*

In the event of a few copies, a measuring table is used. The height, width and thickness of the books are measured with measuring cylinders. In the multiple-copy mode the format is measured once, of manually input.

The machine chooses the best size out of six foil rolls automatically. In this way, waste is kept to a minimum. The foil is cut to size and the spine and the corners are punched out. The foil is subsequently transported to the intermittent preparation table. The foil is manually stripped from the surface and positioned against the beam. After this, the book is fed enough, the foil is pressed onto the book and the edges are manually folded in.

### **Fast & safe**

The COMBIPLAST™ is capable of producing up to 600 items per hour. The machine meets all safety and CE regulations.

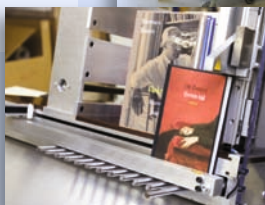
### **Maintenance & service**

With the delivery of the COMBIPLAST™ we are offering the choice of a service and maintenance contract.

#### **More information:**

Mr. A.H. Schanssema  
Unit manager Bindery  
Logistics and Technology

T +31 (0)70 337 7851  
E [Schanssema@nbdbiblion.nl](mailto:Schanssema@nbdbiblion.nl)





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